

University of Houston

Department ID Procedures

****IF YOU NEED A NEW LOCATION/MAIL CODE FOR THIS DEPARTMENT, PLEASE CONTACT POSTAL SERVICES BEFORE SUBMITTING THIS REQUEST TO HUMAN RESOURCES.****

Create a new Department ID:

1. Initiator completes the Request for Chartfield Action - Department (Form), obtaining Manager Signature (Certifying Signature Authority at the College or Division Level).
 - Include in Explanation: The College or Division that the Department reports to, and the Mail Code for the Department.
2. Once the form is complete with all signatures the form is emailed to HRIS at hrpsoft@central.uh.edu for processing.
3. HRIS works with Budget to create the new Department ID and makes the requested changes to the Department Tree.
4. All departments retain a copy of the form in their files. The original is to be retained in Human Resources.

Modify an existing Department ID:

1. Initiator completes the Request for Chartfield Action - Department (Form), obtaining Manager Signature (Certifying Signature Authority at the College or Division Level).
2. Once the form is complete with all signatures the form is emailed to HRIS at hrpsoft@central.uh.edu for processing.
3. Human Resources makes the requested updates on the HR Department Tree and notifies Budget of changes.
4. All departments retain a copy of the form in their files. The original is to be retained in Human Resources.

**University of Houston
Human Resources Department**

HRMS Department Code Update Form

Requested Action:

Create New Dept

Create New Location

Modify Tree

Modify Dept

Modify Location

Activate Dept

InActivate Dept

Effective Date: _____

SetID: **00797** _____

Department	Description: _____ <small>(30 Chars)</small>
Dept Code: _____	Short Description: _____ <small>(10 Chars)</small>
Location SetID: _____	Company: <u>UH System Consolidated</u>
Location Code: _____	Tax Location: <u>Texas</u>

Location	Description: _____ <small>(30 Chars)</small>
Location Code: _____	Short Description: _____ <small>(10 Chars)</small>
Building: _____	City: _____
Address 1: _____	County: _____
State: _____	Postal: _____

Tree	Level 3 Code: _____ (Division Level)
	Level 3 Description: _____
	Level 4 Code: _____ (College / AVP Level)
	Level 4 Description: _____

Comments: _____

Human Resources: _____

Date: _____

HRMS: _____

Date: _____

HR

PS HRMS

PS Finance