

Carbondale Campus End User Instructions

FORM – Create/Change/Delete HR Organization

Use: To create, change, or delete an SIUC organizational unit. Human Resources will use the information on this form to enter, change, or delete an organization in the AIS Human Resource Management System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** (<http://eforms.siu.edu/siuforms/info/hro1007.html>)

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

Effective Date Indicate the effective date that the organization is being created, changed or deleted. (Date format DD Mmm YY)

Transaction Type Mark whether the organization is being created, changed, or deleted.

Special Note:

- If after selecting a transaction type you want to change that selection, you will have to exit the form and open a new form.
- If the CREATE A NEW HR ORG. button is checked, complete the boxes in the TO column only.
- If the CHANGE AN HR ORG. button is checked, complete the boxes in both the FROM and the TO columns. The boxes in the FROM column describe the organization before the change(s). The boxes in the TO column describe the organization after the change(s).
- If the DELETE AN HR ORG. button is checked, complete the boxes in the FROM column only.

Name of Organization (include name of college if applicable)

Indicate the name of the new organization or the name of the organization to be changed or deleted. Also include the name of the college with which the organization is associated, if applicable.

Major reporting unit Mark the campus with which the organization is to be affiliated.

Organizational level Mark the organizational level that will be included in this unit's AIS organizational hierarchy.

General ledger unit value, if established

The AIS general ledger unit value, if it has been established.

General ledger account description, if established

The AIS general ledger account description, if it has been established.

Primary Location (building)

The main location for the organization.

Primary Organization room number

The main room number for the organization.

Primary Organization mail code The main mail code for the organization.

Primary Organization phone number

The main telephone number for the organization.

Tenable unit

Indicate if the organization is a tenure-granting unit.

Please provide a brief explanation of the change

For changes, provide a brief explanation of the change(s) being made.

Administrative Approvals Section:

Chair/Fiscal Officer

Signature of Chair/Fiscal Officer and date signed.

Dean/Director

Signature of Dean/Director and date signed.

Vice Chancellor/Provost Signature of Vice Chancellor/Provost and date signed.

Chancellor

Signature of Chancellor and date signed.

President

Signature of President and date signed.

Date of approval by the Board of Trustees, if required

The date the transaction was approved by the Board of Trustees.
This field is completed by the Office of the Chancellor.

For Office Use Only Section:

The PPIS department code assigned to the organization.

Special Notes:

In HRMS each position and employee is assigned to an organizational unit. Further, an individual cannot be placed in the purchasing approval hierarchy until the organization to which assigned has been created in HRMS. Timely approval and reporting of organizational changes to Human Resources will impact the accuracy of management information and the ability to promptly place individuals in the purchasing hierarchy.

Routing:

Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.