**Please check one:** \_\_\_\_\_\_ New Department/Division

\_\_\_\_\_\_ Change an existing Department/Division

**If Danforth campus, specify department number below;**

**if Med School campus, specify department or division number below**

|  |  |
| --- | --- |
| Department/Division Number: |  |
| Department/Division Name:  (max 30 characters) |  |
| Department/Division Type:  (Admin/Support, Clinical, Pre-Clinical, Other Acad, N/A) |  |
| If new department, should this be in Time and Labor?  (Yes/No) |  |
| Parent Department:  (If Danforth department,same as department number above;  If Med School department, use department #, not division #) |  |
| Department/Division should roll up to:  (Find this by logging on to HRMS and migrating to –  Tree Manager > Tree Viewer  Choose DEPT\_SECURITY and look for your dept area) |  |
| Reporting Level (where dept. will  roll up in queries):  (See HRMS Query - WP\_DP\_REPORTING\_LEVEL\_LIST) |  |
| Salary Planning Organization:  (See list below) |  |
| Department/Division Title for Phone Book:  (max 50 characters) |  |
| Department Title for Appointment Letters:  (max 100 characters) |  |
| Department Payroll Contact: |  |
| HR Office Approver:  (Med School only; Med School HR Office will assign) |  |
| City Taxable (within St. Louis City limits)? |  |
| Distribution Account Code: (IS will assign) |  |
| Default Account Code: (IS will assign) |  |

**Salary Planning Org:**

CFU School of Business

Medical School School of Engineering

Sam Fox School Design & Visual Arts School of Law

School of Art School of Social Work

School of Arts & Sciences

|  |  |  |
| --- | --- | --- |
| **Submitted by:** |  | **Date:** |
| **Approved by (HR Compensation Manager):** |  | **Date:** |
| **Approved by Office 365 Team:** |  | **Date:** |
| **Forwarded to programmers by (SAP):** |  | **Date:** |
| **Updated in HRMS by:** |  | **Date:** |

**…………………………………..Sample for Danforth Campus……………………………**

**Please check one:** \_\_X\_\_\_ New Department/Division

\_\_\_\_\_\_ Change an existing Department/Division

**If Danforth campus, specify department number below;**

**if Med School campus, specify department or division number below**

|  |  |
| --- | --- |
| Department/Division Number: | 9996 |
| Department/Division Name:  (max 30 characters) | Training Department |
| Department/Division Type:  (Admin/Support, Clinical, Pre-Clinical, Other Acad, N/A) | Admin/Support |
| Parent Department:  (If Danforth department,same as department number above;  If Med School department, use department #, not division #) | 9996 |
| Department/Division should roll up to:  (Find this by logging on to HRMS and migrating to –  Tree Manager > Tree Viewer > Search  Choose DEPT\_SECURITY and look for your dept area) | CFU |
| Reporting Level (where dept. will roll up in queries):  (See HRMS Query - WP\_DP\_REPORTING\_LEVEL\_LIST) | CFU |
| Salary Planning Organization:  (See list below) | CFU |
| Department/Division Title for Phone Book:  (max 50 characters) | Training Department |
| Department Title for Appointment Letters:  (max 100 characters) | Training Department |
| Department Payroll Contact: | Mickey Mouse |
| HR Office Approver:  (Med School only; Med School HR Office will assign) |  |
| City Taxable (within St. Louis City limits)? | No |
| Distribution Account Code: (IS will assign) |  |
| Default Account Code: (IS will assign) |  |

**Salary Planning Org:**

CFU School of Business

Medical School School of Engineering

Sam Fox School Design & Visual Arts School of Law

School of Art School of Social Work

School of Arts & Sciences

|  |  |  |
| --- | --- | --- |
| **Submitted by:** | Patti Haftarczyk | **Date:** 11/11/09 |
| **Approved by**  **(HR Compensation Manager):** | Donna Boehne | **Date:** 11/12/09 |
| **Approved by Office 365 Team:** | Dave Leisure | **Date:** 11/12/09 |
| **Forwarded to programmers by (SAP):** | Stephanie Philipps | **Date:** 11/12/09 |
| **Updated in HRMS by:** | Cliff Ritter | **Date:** 11/12/09 |

**………………………………..Sample for Med School Campus……………………………**

**Please check one:** \_\_X\_\_\_ New Department/Division

\_\_\_\_\_\_ Change an existing Department/Division

**If Danforth campus, specify department number below;**

**if Med School campus, specify department or division number below**

|  |  |
| --- | --- |
| Department/Division Number: | 3267 |
| Department/Division Name:  (max 30 characters) | Training Department |
| Department/Division Type:  (Admin/Support, Clinical, Pre-Clinical, Other Acad, N/A) | Admin/Support |
| Parent Department:  (If Danforth department,same as department number above;  If Med School department, use department #, not division #) | 3265 |
| Department/Division should roll up to:  (Find this by logging on to HRMS and migrating to –  Tree Manager > Tree Viewer > Search  Choose DEPT\_SECURITY and look for your dept area) | RADIOL |
| Reporting Level (where dept. will roll up in queries):  (See HRMS Query - WP\_DP\_REPORTING\_LEVEL\_LIST) | RADIOL |
| Salary Planning Organization:  (See list below) | Medical School |
| Department/Division Title for Phone Book:  (max 50 characters) | Training Department |
| Department Title for Appointment Letters:  (max 100 characters) | Training Department |
| Department Payroll Contact: | Mickey Mouse |
| HR Office Approver:  (Med School only; Med School HR Office will assign) |  |
| City Taxable (within St. Louis City limits)? | Yes |
| Distribution Account Code: (IS will assign) |  |
| Default Account Code: (IS will assign) |  |

**Salary Planning Org:**

CFU School of Business

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Sam Fox School Design & Visual Arts School of Law

School of Art School of Social Work

School of Arts & Sciences

|  |  |  |
| --- | --- | --- |
| **Submitted by:** | Patti Haftarczyk | **Date:** 11/11/09 |
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| **Approved by Office 365 Team:** | Dave Leisure | **Date:** 11/12/09 |
| **Forwarded to programmers by (SAP):** | Stephanie Philipps | **Date:** 11/12/09 |
| **Updated in HRMS by:** | Cliff Ritter | **Date:** 11/12/09 |