



## DEPARTMENT ORGANIZATION STRUCTURE CHANGE CHECKLIST

This checklist is designed to assist campus department end users in identifying tasks to complete when a change to their organizational structure occurs. It is a reference tool only and should not be submitted to Finance and Administration.

All tasks that may be affected by an organizational change are highlighted, such as finances and other non-finance related tasks that may need to be completed. Please use this checklist as a reference, consulting with the appropriate departments as indicated below for further assistance.

	<b>Task to Complete</b>	<b>Contact Information</b>
<input type="checkbox"/>	Submit the <a href="#">Banner Authorization</a> form to ITS for changes to Banner Security (to request additional access only).	ITS Help Desk 501.916.3011
<input type="checkbox"/>	Submit the <a href="#">Departmental Organization Code Change</a> form to Human Resources (to add ORGN and Timesheet ORGN to security).	Human Resources 501.569.3180
<input type="checkbox"/>	Submit the <a href="#">Banner Authorization</a> form to update the EPAF approval queue to Human Resources.	Human Resources 501.569.3180
<input type="checkbox"/>	Submit the <a href="#">Web Time Entry Supervisor or Time Sheet ORGN Change</a> form to Payroll.	Payroll 501.569.3136
<input type="checkbox"/>	To change or set up a Web Time Proxy follow the instructions on the Payroll website. <a href="#">Change or set up a proxy.</a>	Payroll 501.569.3136
<input type="checkbox"/>	Click <a href="#">HERE</a> to submit a request to Procurement Services to update the requisition approval queue.	Procurement Services 501.569.3144
<input type="checkbox"/>	Click <a href="#">HERE</a> to submit a request to update Finance Security to Financial Services (to change the Predecessor ORGN code, Finance Manager, add Finance ORGN and Fund Security to a current Finance user).	Financial Services 501.569.3318