|  |
| --- |
| General Accounting Office  |
| [ ]  Obtain ten-digit master cost center number for the new/reassigned organization: FIAccountRequest@txstate.edu |

|  |
| --- |
| Human Resources  |
| [ ]  Administrative memorandum of new/reassigned organization change |
| [ ]  Name of new/reassigned organization |
| [ ]  Eight-digit organizational unit number for reassigned organization |
| [ ]  Effective date |
| [ ]  Position numbers to be reassigned (including salaried and hourly faculty, staff, student and vacant positions) and the organizational unit name and number these positions are moving from |
| [ ]  Position numbers of the:* + chief (i.e., head) of the new/reassigned organization,
	+ primary administrative support staff responsible for PCR preparation
	+ primary time administrators
 |
| [ ]  Organizational unit name and number to which the new/reassigned organization will report  |
| [ ]  Any changes in reporting relationships (i.e. which positions supervise which positions) |
| [ ]  Need for a new mail code * + Ensures phone number, building and office room number are correct
	+ Organizations have completely moved to new locations
 |
| [ ]  List of names users in People Admin impacted per department name change. * New Security Requests for People Admin may be needed.
 |
| *Position numbers and organizational information may be found in SAP, transaction PA20 or PPOSE* |
| [ ]  New/Reorg worksheet is required to implement changes. Send courtesy copy of memorandum and worksheet via e-mail to HRIS at HRISteam@txstate.edu * + To implement changes, the worksheet includes relevant data (i.e. effective date, position numbers, name(s) of employee’s, supervisor’s name and position number, etc).

Forms location: <https://www.hr.txstate.edu/forms.html>  |
| **Required documentation if any changes in position title:** |
| [ ]  Reclassification Audit Process * + Requisition – routed for approval through the “People Admin” system
	+ Support documentation (i.e. Organizational Chart, Written Justification, JAF)
	+ Human Resources notifies department of audit results

“People Admin” Requisition Website Location: <https://jobs.hr.txstate.edu/hr> |
| [ ]  A Personnel Change Request (PCR) is required:* + To make personnel changes due to an audit (i.e. change in pay, cost distribution, position)
	+ SAP Portal <https://www.txst.edu/sap.html>
 |

|  |
| --- |
| SAP  |
| [ ]  A SAP HR Departmental Security Access Request is required to assign new or remove roles: * + Department Head, Time Administrator, or Supervisor
	+ The form is in the adobe Sign Library under Workflows
 |