

Instructions: How to complete the 'Request to Add or Revise Department in Peoplesoft' form

- 1. Please complete the 'Request to Add or Revise department in Peoplesoft' if**
 - a. You need to revise a current department name and/or description
 - b. You need to create/add a new department number.

- 2. Complete Part 1, 'Completed by Requesting Party'**

- 3. Indicate if you want to create/add a new department number or if you are revising the name of a current department number**
 - a. If you are revising the name of a current department number, please list the 6-digit department number you want to revise. If you are unsure of the department number, please reach out to your administrator or the assistant in your area. They should be able to provide you with the department number.

- 4. On #1 of the form, verify if your addition/revision will affect employee TARS timekeeping and assignments.** If you are unsure if your request will affect TARS, please reach out to your administrator or the assistant who performs timekeeping duties for your area. They should be able to help you with this.
 - a. If you select yes, please also complete Part 2, 'List of Employees, TARS Approval Manager and Timekeeper(s)'
 - i. For Part 2. List all the employees who will be in charge of timekeeping and who will be approving timekeeping for the new or revised department. Indicate which employee(s) will be the Timekeepers and the Approval Manager of the new department.
 - b. If you select no, there is no need to fill out Part 2.

- 5. On #2 of the form, provide a brief name/title of what the new department should be named or what the name should be revised to.**

- 6. On #3 of the form, provide a short description of the new department number or why the name of a current department number is being changed.**

- 7. On #4 of the form, please list the name of your administrator, as they should be aware of this department addition or revision.**

- 8. Once the above is completed, route the form through Adobe sign so that your administrator listed on #4 of the form, can sign and approve on #5 of the form, 'Administrator Signature'.**

9. Once the form is approved/signed by your administrator, forward the completed and signed form to Elyse Nuguid in Fiscal Services, email: enuguid@lbcc.edu
10. Elyse/Fiscal Services will then verify the request and complete Part 3. 'For Office Use Only'.
11. Once the request has been fulfilled, you will be notified.

****Scroll down for form****



Request to Add or Revise Department in PeopleSoft

Part 1. Completed By Requesting Party

Date of Request: _____ Name of Requestor: _____ Extension: _____

Please indicate what you would like to do:

I would like to create/add a new department number

I would like to revise the name of a current department number

**The 6 digit department number to revise is: _____

1. Will this department number addition or revision affect employee TARS timekeeping and assignments?

Yes. If selected, please fill out the list below (Part 2. List of Employees)

No, no affect to TARS timekeeping and assignments.

2. If adding a new department number, please provide a brief title/name for the department. If revising a current department name, please provide a brief title/name for the new department name (Maximum 30 characters):

3. Please provide a brief description of the new department number being created or an explanation of the department name revision:

4. Administrator responsible for the Department:

5. Administrator signature, approving the addition or revision:

Please return completed form to Elyse Nuguid
ext. 4103, Email: enuguid@lbcc.edu
Fiscal Services, Y-14



Add/Revise Department in PeopleSoft- TARS updates

Part 2. List of employees, TARS Approval Manager and Timekeeper(s)

**** This form should only be completed if the department name addition or revision affects employee TARS timekeeping and assignments. Please list all employees who will need access to timekeeping and who will be approving timekeeping for the new or revised department. Indicate who on the list will be the Timekeeper(s) and who will be the Approval Manager****

	Employee Name	EMPLID	TARS Role Approval Mgr or Timekeeper	Dept #
1			Approval Mgr TimeKeeper	
2			Approval Mgr TimeKeeper	
3			Approval Mgr TimeKeeper	
4			Approval Mgr TimeKeeper	
5			Approval Mgr TimeKeeper	
6			Approval Mgr TimeKeeper	
7			Approval Mgr TimeKeeper	
8			Approval Mgr TimeKeeper	
9			Approval Mgr TimeKeeper	
10			Approval Mgr TimeKeeper	
11			Approval Mgr TimeKeeper	
12			Approval Mgr TimeKeeper	
13			Approval Mgr TimeKeeper	
14			Approval Mgr TimeKeeper	
15			Approval Mgr TimeKeeper	



Request to Add or Revise Department in PeopleSoft

Part 3. For Office Use Only

To be completed by Fiscal Services:

Entered in LBCC PeopleSoft:

By: _____ Date: _____

Entered in Crosswalk Table in LBCC PeopleSoft:

By: _____ Date: _____

Entered in County PeopleSoft:

By: _____ Date: _____

New department number created in PeopleSoft: _____

Effective Date: _____

Vice President Approval Signature: _____

Vice President Name: _____

Areas Impacted by Request:

Please initial to acknowledge the department revision or addition, regardless if action is needed by your area.

Human Resources, Chris Dorsey	Initial _____
Add/Modify Dept Table	
Add/Modify/Check Dept Security Tree Mgr	
Modify/Check Position/Job Data for Affected Employees	
Modify Earning Distribution in Job Data (HR Specialists)	

Academic Services, Kenna Hillman	Initial _____
Subject Name	
Department Name	
Academic Organization	
Teaching Assignment	
Grading Basis	

Payroll, Malu Miranda	Initial _____
Update department number to timekeeper & approval manager screen	

Budget, Sem Chao	Initial _____
Correct Budget Detail Lines	

Institutional Effectiveness, Heather Von Volkinburg	Initial _____
IE Informed of Change	

IITS, Robert Carman	Initial _____
IITS Informed of Change	