

# Department ChartField Request

LAST UPDATED: 5/26/22



**FINANCE & TREASURY**

FINANCE.PRINCETON.EDU/FORMS/

TODAY'S DATE

## Requestor Information

FIRST NAME	MIDDLE INITIAL	LAST NAME
EMAIL ADDRESS	PHONE	
DEPARTMENT	ORGANIZATION	

## Request Information

Select the action you would like to perform, and provide a reason for the request.

Action:  Create New  Modify Existing  Inactivate Existing

SUGGESTED EFFECTIVE DATE

Describe the purpose of this request (e.g. Compliance, Internal Reporting, etc.). If requesting a new Department ChartField value, please explain why the existing ChartField values do not meet the tracking or reporting needs.

## Request Detail

Enter the new or changed department information below.

DEPARTMENT NAME

WILL THIS BE A RECHARGE CENTER?

Yes  No

WILL THIS BE A DEPARTMENT IN AN EXISTING GROUP?  Yes  No

IF NO, WILL THIS BE A NEW HR ORGANIZATION WITH DEPARTMENTS?  Yes  No

IF YES, PLEASE ATTACH A SPREADSHEET INDICATING, IN YOUR CURRENT HIERARCHY, WHERE YOU WOULD LIKE THIS NEW DEPARTMENT TO FALL. YOU CAN USE THE DEPARTMENT HIERARCHY REPORT TO REVIEW CURRENT STRUCTURE. NEW DEPARTMENTS ARE ASSIGNED THE NEXT AVAILABLE CONSECUTIVE NUMBER IN YOUR NUMBER SERIES.

WILL INDIVIDUALS BE HIRED, OR EMPLOYEES MOVED INTO THIS DEPARTMENT?  Yes  No

IF YES, PLEASE INDICATE THE EMPLOYEE BENEFITS RATE:  Academic  Administrative  PPPL  None

## Approver Information & Signature

Enter the Approver contact information below and have the Approver sign.

Check here if Approver is same as Requestor

FIRST NAME	MIDDLE INITIAL	LAST NAME
EMAIL ADDRESS	PHONE	
DEPARTMENT	ORGANIZATION	
SIGNATURE OF APPROVER	DATE	

## Request Submission

\* Send the completed form along with any supporting documentation to the Office of the Controller at [coarequest@princeton.edu](mailto:coarequest@princeton.edu).