

Campus Dept ID Request Form



Instructions

The **Dept ID** (also referred to as Department ID) chartfield is a six-character alphanumeric value which identifies the organizational unit involved in, or responsible for, a transaction or resource. Dept ID is a required field on revenue, expense, and transfer transactions.

Use this form to request a new **Campus** Dept ID if no Dept ID exists to represent a distinctly identifiable department, division, or unit of an organization. If the structure of an organization has changed, use this form to request moving of the Dept ID on the Dept ID tree and/or a Dept ID name change. Requests are coordinated centrally and submitted via Control Points.

Complete the form and submit via email to your respective Control Point Approver. Please submit creation or change for only **one Dept ID** per form.

Requestor Information:

Name:	<input type="text"/>	Date of Request:	<input type="text"/>
Email Address:	<input type="text"/>		

Dept ID Information:

Effective Date:	<input type="text"/>		
Dept ID:	<input type="text"/>	<input type="radio"/> New <input type="radio"/> Change	
Dept ID Name (30 Char. Limit):	<input type="text"/>		
Dept ID Tree Level:	<input type="text"/>	View tree	Roll-up (parent) Dept ID: <input type="text"/>
Dept ID Location:	<input type="text"/>	STIP Dept ID:	<input type="text"/>
Department Type:	<input type="text"/>	Department Box #:	<input type="text"/>
Posting Department?:	<input type="radio"/> Yes <input type="radio"/> No	Health Sciences Type:	<input type="text"/>
Planning Department?:	<input type="radio"/> Yes <input type="radio"/> No		

Additional Comments:

Select Control Point Approver:

Only **after** selecting your Control Point Approver:



[Click to send to](#)

[by Outlook Email.](#)

Control Point Approver (Required for all Requests)

Control Point Approver - Type your name and approval date below to indicate your approval of this request. After saving locally, email the approved form to Christine.Tran2@ucsf.edu in the Controller's Office, Accounting & Reporting Unit.

The email with approved form **must originate from the approver's email, not the requestor's**, or request will be denied.

Approved by:

Control Point Approver

Date

[Send to A&R](#)

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To be completed by Controller's Office, Accounting and Reporting:

Dept ID Request Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Dept ID created/updated in PS | <input type="checkbox"/> Academic Discipline Code added (UAS code values 400100, 440100, or 440500) |
| <input type="checkbox"/> Allowable Functions added for new Dept ID | <input type="checkbox"/> NSF (National Science Foundation) Code added, if applicable |
| <input type="checkbox"/> ARC Code added for each Function | <input type="checkbox"/> New Dept ID added, or change reflected on, Management Reporting Tree |
| <input type="checkbox"/> UAS Code added for each Function | |

Notifications Checklist (once Dept ID has been created in PeopleSoft):

- | | | |
|---|--|---|
| <input type="checkbox"/> Dept ID Requestor and Control Point Approver | <input type="checkbox"/> IT (if any changes to combo edits required) | <input type="checkbox"/> UPlan@ucsf.edu |
| <input type="checkbox"/> Accounting & Reporting Team | <input type="checkbox"/> MyReports@ucsf.edu | <input type="checkbox"/> ControllerWebPost@ucsf.edu |