

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: Date of Request:
 Email Address:

Dept ID Information:

Effective Date:
 Dept ID: New Change
 Dept ID Name (30 Char. Limit):
 Dept ID Tree Level: [View tree](#)
 Roll-up (parent) Dept ID:
 Dept ID Location: STIP Dept ID:
 Department Type: Department Box #:
 Posting Department?: Yes No Health Sciences Type:
 Planning Department?: Yes No
 Select Function(s): 40 41 42 43 44 45 46 60 62 64 68 *72 76 78 79 80 81
 (Hover mouse here for Function Descriptions) *Function 72 is required by UCPath and cannot be deselected.

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 the General Accounting Service Desk, (genacctgsvcdesk@ucsf.edu) using the Send to A&R button below. The email with approved form **must originate from the approver's email, not the requestor's**, or request will be denied.

Approved by: Send to A&R by Outlook Email
Control Point Approver Date

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