



Organizational Department IT Ticket Guide

ORG – New Department

This ticket is to request a new campus organization (Official Department or campus group). You will need the following information:

- **Title:** A short description to explain the nature of the ticket (i.e. Request new Art DeptID)
- **Department:** The department under which the user generating the ticket falls (i.e. Coll of HFA)
- **Organization Type:** An official department is a business unit that is formally organized, separately budgeted and has a unique Finance Department ID. A campus group does not require a unique FinanceID but should be listed in the Campus Directory for the purposes of contact/communication. (select Official Campus Department or Campus Group)
- **Organization Name:** Enter the full name of the organization; must be 30 characters or less (i.e. College of Natural Sciences)
- **Organization Acronym:** Enter an acronym for the organization; 3 or 4 alpha characters only (i.e. NSC)
- **Organization Manager:** The name of the MPP manager who will oversee this organization reports
- **Parent Department Name:** The parent department to which this organization reports (i.e. Arts parent Department is College of HFA)
- **Directory Maintainer:** The name of the person who will maintain the campus directory information for the organization
- **Justification and Anticipated Activity:** Explain why the new organization is being created and the business activity it will perform
- **Is this under Academic Affairs?:** Select Yes or No
- **Effective Date:** Date is always 07/01/XX. Establish the effective year.
- **Will people be paid out of this new DeptID?:** Select Yes or No

ORG – Change or Update to Existing Department

This ticket is to request an update to an existing department or campus group. Only enter in information for the change you are requesting. This ticket is used to update a manager, description, acronym, and parent department (i.e. reorganization). Many of the same fields from the New Department ticket are listed with the addition of “current” and “new” to distinguish the requested changes.

If your department does fall within Academic Affairs you will need to work with Curriculum Services to complete the update process.