

University of Wisconsin – Madison

Department ID Action Request

Department ID (6-digit): _____

Note: Please include all fund-department setups in this form, including funds 133, 135, 138, 142, 144, 145, 146, 161, and 233. If the requested change is related to an academic department (tenure home, or responsible for a degree/major or certificate program, or houses a course Subject) then academic approvals are also required—see <https://apir.wisc.edu/academic-planning/>.

Action Requested (check one):

Effective Fiscal Year: 20_____

1. **Create** - provide department name, Fund and Program Codes below. List all program codes needed for each fund in the same column and under the fund.

Long
Name:

_____ (30 characters max., including the major department abbreviation)

Short
Name:

_____ (10 characters max.)

Reason for
Dept. ID:

Fund Code(s)						
Program Code(s)						

- Replace existing Department ID (6-digit), also complete section 5 on page 2:**
- _____

2. a. **Name change**

Long Name:

_____ (30 characters max.)

Short Name:

_____ (10 characters max.)

- b. **Funding string changes** (Complete both fund and program code information.)

Fund Codes:

Add new Fund Codes:

Delete existing Fund Codes:

Program Codes:

Add new Program Codes:

Delete existing Program Codes:

3. **Delete Department ID:** (Please list existing funding string combinations.)

Fund Codes: _____

Program Codes: _____

4. **HRS Department Setup/Change**

Is this an HRS organizational/appointment department, e.g., tenure granting and/or an employee's home department regardless of funding source?

No _

Yes _ Please indicate department default funding for this HRS appointment department below:

Fund _____ Program _____ Project (optional) _____

Please also complete HRS department change form:

<https://uwservice.wisc.edu/docs/forms/hr-org-dept-changes-requests.pdf>

5. **General Ledger Action Request - Appropriations Needed**

Please complete this section if you request creating a new Department ID to replace an existing Department ID.

- a. If replacing existing Department ID involves **PR funds** (excluding funds 133, 144, 145, 146, 148, 161, 233, and projects), please indicate how the fiscal year end fund balances should be carried forward from the existing Department ID to new Department ID:

From:			To:		
Fund	Department	Program	Fund	Department	Program

- b. If you have active Project IDs under existing Department ID, please list them here for us to update the project department edits. Please enter 7-digit project IDs:

Action requested by:

Name: _____

Date: _____ Phone: _____

Submit completed form to sfssetup@bussvc.wisc.edu.