UNIVERSITY OF Cincinnati

Organizational Management Change Request

Action

Effective Date of Action:

(Select All Applicable Actions)

CREATE New Organizational Unit (Note: New Org Unit Number TBD*)	**NAME / CHANGE Organizational Unit Chief**	**CHANGE Current Organizational Unit Name**
CHANGE Organizational Unit's Reporting Relationship	**DELIMIT Current Organizational Unit (Note: Org Unit cannot be delimited until reporting relationships for all units & positions have been moved).**	**NAME / CHANGE Position to Position Relationship (Reports To)**
CHANGE Position's Reporting Org Unit	**DELIMIT Position - Make Obsolete (Note: Position cannot be delimited until all relationships have been moved).**	

	Current	**New**
Organizational Unit Name:		
Organizational Unit Number *:		
Organizational Unit Reports To Org Unit Name:		
Organizational Unit Reports To Org Unit Number:		
Organizational Unit Chief's Name:		
Organizational Unit Chief's Position No.:		
Position Title:		
Position Number:		
Position Reports To Org Unit:		
Position To Position Relationship [Reports (line) To]:		

Organizational

Position

Comments:

Approvals:

Initiator:	Coll/Dept:	Date:
		Phone:
Org Unit Approval:		Date:
		Phone:
VP/VP Designee Approval:		Date:
		Phone:

HR Use Only:

	Date Received:	New Org Unit No.*
Date Processed: _____	Processed by:	Date Unit Notified:

Submit completed and approved form to: **Compensation by e-mail -** HR-Compensation (hrcomp)