

## Organizational Management Change Request

### Guidelines

The Organizational Management Change Request is used to modify organizational units and make specific updates to positions as follows:

| Organizational Unit Changes                            | Position Changes  |
|--|---|
| A. CREATE New Organizational Unit                      | A. NAME/CHANGE Position to Position Relationship (Reports To) |
| B. NAME/CHANGE Organizational Unit Chief               | B. CHANGE Position's Reporting Org Unit                       |
| C. CHANGE Current Organizational Unit                  | C. DELIMIT Current Position – Make Obsolete                   |
| D. CHANGE Organizational Unit's Reporting Relationship |   |
| E. DELIMIT Current Organizational Unit                 |   |

1. Enter the effective date for the action(s) you are making.
2. Select the action(s) you wish to make.
3. List CURRENT and NEW information related to your requested changes:
  - a. Please list the current Organizational Unit Name and Organizational Unit Number when making updates to an organization unit.
  - b. Please list the current Position Title and Position Number when making updates to a position.
  - c. If the change in a position's reporting org. unit is due to reorganization, please contact Human Resources.
4. Include comments pertinent to the requested changes.
5. Appropriate approvals are required prior to submitting to Compensation
6. Contact HR-Compensation at 556-6381 if you have questions.
7. Email completed and approved form to Compensation: [HR-Compensation \(hrcomp\)](#)