KENNESAW STATE UNIVERSITY

To Request a Department/Project Change:

1. **Request Information**
   a. Fiscal Year: Select fiscal year fiscal year from the drop-down option
   b. Effective Date: Enter the date you would like the Request form fulfilled.
   c. Change Type: Select the Request Change Type from the drop-down option

Fiscal Year:	-Select One- ‧		Effective Date:	
Change Type:	-Select One- ˅			
	-Select One-			
Current Charts	Business Manager Change	documentation box below.		
Department ID:	Department Owner Change		Class:	
	Project Manager Change			

2. **Current Chart String information**
   a. Department ID: Enter the department ID for which you are requesting changes
   b. Program: Enter the corresponding program (must be five digits long)
   c. Class: Enter the corresponding Class (must be five digits long)

Current Chartstring Information: If more than one, list in the documentation box below.		
Department ID:	Program:	Class:

If you are requesting changes to multiple departments, please indicate which departments in the comments section of the form

3. **Department/Project Information**
   a. Project: <u>If</u> you are requesting a Project Change Update, Enter Project Name.
   b. Division Prefix: Select Division Prefix from drop down menu.
   c. Department Name: Enter Current Department Name
   d. Department Manager/Budget Manager: <u>If</u> you are requesting a Department Change Update, Enter Current Manager Name.
   e. Business Manager/Fiscal Approver: <u>If</u> you are requesting a Business Change Update, Enter Current Manager Name.
   f. Project Manager: <u>If</u> you are requesting a Project Change Update, insert Project Manager Name.

Department/Project Information: List the <u>Current</u> Department Information.	
Project (if applicable):	
Division Prefix:	EDU: Bagwell College of Education ‧
Department Name:	DUA: Division of University Advancement
Department Manager/Budget Manager:	EDU: Bagwell College of Education
Business Manager/Fiscal Approver:	EET: SPSU College of Eng and Eng Technology
Project Manager (if applicable):	ESE: Enrollment Services
	EXT: External Affairs

4. New Department Information (if applicable)

    a. New Department Prefix: <u>If</u> you are updating the department name, insert the new Prefix.

    b. New Department Manager/ Budget Manager. <u>If</u> you are updating the Department Owner/ Budget Manager, insert the new Department Owner/ Budget Manager Legal Name, Employee ID, and NetID.

    c. New Business Manager/ Fiscal Approver. <u>If</u> you are updating the Business Manager/ Fiscal Approver, insert the new Business Manager/ Fiscal Approver's Legal Name, Employee ID, and NetID.

New Department Information (if applicable): List the <u>New</u> Department Information.

New Department Manager/ Budget Manager:	Name: Patrick Johnson
	Employee ID#: 001234567
	NetID: pjohn726
New Business Manager/ Fiscal Approver:	Name: Elizabeth Smith
	Employee ID#: 001234567
	NetID: emsmith122

5. New Project Information (if applicable):

    a. Is this Project related to research? (Program 12100) Select from dropdown

    b. Will there need to be a combo code associated with this Project? Select Yes or No from dropdown

    c. New Project Prefix: <u>If</u> you are updating the Project Name, insert the new Prefix

    d. New Project Name: <u>If</u> you are updating the Project Name, insert the new Name

    e. New Project Manager: <u>If</u> you are updating the Project Manager, insert the new Project Manager

New Project Information (if applicable): List the <u>New</u> Project Information.

Is this Project related to research? (Program 12100)	-Select One-
Will there need to be a combo code associated with this Project?	-Select One-
New Project Prefix:	ATH
New Project Name:	Midnight Madness
New Project Manager:	Name: Chrissy Dollar
	Employee ID#: 001122339
	NetID: cdollar23

6. Additional Information

   a. List what you are changing or attach a document to this form

> **Additional Information:** List what you are changing below.
>
> Comments:
>
> Update Business Manager from John Smith to Cynthia Bailey
> Update Budget Manager from Jane Doe to Scott Apple
> Update Project Manager from John X. Ample to Chrissy Dollar

7. Approval Signatures

   a. Requests <u>MUST</u> be digitally signed, and dated by Business Manager, Director/Department Head through DocuSign.

Approval Signatures

Document must be digitally signed through DocuSign.

Business Manager:	Name:		
Signature:		Date:	
Director/Department Head:	Name:		
Signature:		Date:	

8. Submitting request

   a. Ensure that the employee has PeopleSoft Financials access before being granted permissions as a budget manager or business manager.

   b. Please save the approved form as a PDF and send it as an attachment to budget@kennesaw.edu with the subject Department/Project Change Request Form.