UNIVERSITY OF
Miami

CHANGES TO OFFICIAL DEPARTMENT NAMES, CREATION OF NEW DEPARTMENT, OR DELETION OF DEPARTMENT

Periodically department names change, necessitating that university databases be updated to reflect the new titles. To help ensure that the correct names for your units appear in FRS reports, HRS reports, the Fact Book, other reports from Planning and Institutional Research, and other related reports please adhere to the following steps.

Department Name Change - The following are steps to change the name of a department:
Please send an email to Luis Dongo in the Controller's Office at ldongo@miami.edu with the following information:
1. Current department name.
2. Current department number.
3. New department name.
4. The email must contain your full name, title, telephone number and email address.

Creating a New Department - The following are steps to create a new department:
Please send an email to Luis Dongo in the Controller's Office at ldongo@miami.edu with the following information:
1. New department name and number.
2. Reporting relationship – under what school, division and/or department the new department should be entered.
3. The email must contain your full name, title, telephone number and email address.
4. Luis will notify you once the department is created.
5. If employees are to be assigned to this department, submit a PEF to Human Resources using the new department number as assigned by Luis Dongo.
Note: You must use an "account create form" to add/create new accounts. (Visit http://www.miami.edu/controller, click on FORMS, and fill out an account create form.)

Inactivating or Combining Departments: The following are steps to inactivate a department:
Please send the attached form to Luis Dongo in the Controller's Office with the following information (in lieu of completing the form, you may send an email with the information requested on the form to ldongo@miami.edu):
1. Department name and number to be inactivated.
2. Effective date.
3. Fill out the attached form indicating how existing accounts for the deleted department should be handled (transferred to another department or deleted, or email information).
4. If employees are currently assigned to this department, you MUST submit PEFs either re-assigning them to a new department(s) or terminating the employees.