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| General Accounting Office |
| Obtain ten-digit master cost center number for the new/reassigned organization: [FIAccountRequest@txstate.edu](mailto:FIAccountRequest@txstate.edu) |

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| Human Resources |
| Administrative memorandum of new/reassigned organization change |
| Name of new/reassigned organization |
| Eight-digit organizational unit number for reassigned organization |
| Effective date |
| Position numbers to be reassigned (including salaried and hourly faculty, staff, student and vacant positions) and the organizational unit name and number these positions are moving from |
| Position numbers of the:   * + chief (i.e., head) of the new/reassigned organization,   + primary administrative support staff responsible for PCR preparation   + primary time administrators |
| Organizational unit name and number to which the new/reassigned organization will report |
| Any changes in reporting relationships (i.e. which positions supervise which positions) |
| Need for a new mail code   * + Ensures phone number, building and office room number are correct   + Organizations have completely moved to new locations |
| List of names of approved users in “EASY” impacted per department name change |
| *Position numbers and organizational information may be found in SAP, transaction PA20 or PPOSE* |
| New/Reorg worksheet is required to implement changes. Send courtesy copy of memorandum and worksheet via e-mail to HR MDC at [hr\_mdc@txstate.edu](mailto:hr_mdc@txstate.edu)   * + To implement changes, the worksheet includes relevant data (i.e. effective date, position numbers, name(s) of employee’s, supervisor’s name and position number, etc).   Forms location: <https://www.hr.txstate.edu/forms.html> |
| **Required documentation if any changes in position title:** |
| Reclassification Audit Process   * + Requisition – routed for approval through the “People Admin” system   + Support documentation (i.e. Organizational Chart, Written Justification, JAF)   + Human Resources notifies department of audit results   “People Admin” Requisition Website Location: <https://jobs.hr.txstate.edu/hr> |
| A Personnel Change Request (PCR) is required:   * + To make personnel changes due to an audit (i.e. change in pay, cost distribution, position)   + SAP Portal <https://ibis.sap.txstate.edu/irj/portal> |

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| SAP |
| A SAP HR Departmental Services Access Request is required to assign new or remove roles:   * + Department Head, Time Administrator, or Supervisor   *Form must be turned in to ITAC –* [*itac@txstate.edu*](mailto:itac@txstate.edu) *or FAX to: 245.1067 or mail hardcopy to ITAC – SAP, MCS 366*  Form location: <https://itac.txstate.edu/forms/sap.html> |