

HR: FY 2021 Organizational Dept Updates

New Organizational Departments for Fiscal Year 2021 can be created now to assist with the budget process.

- Allows for automatic funding load from CAT

Request forms and KB document found on the Service Operations website under the HRS Administration – Human Resources and the Organization Department Changes tile:

- <https://uwservice.wisconsin.edu/administration/human-resources/>

Requests:

- Require signatures from authorized approver(s)
- Submit via your Affinity Group (non-Madison)
- Submit to hris@ohr.wisc.edu (Madison only)
- Email subject line: “FY21 Organizational Department Request”

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Important Factors:

Institutions will need to update Organizational Department for:

- Position
- Job
- POI data
- Appointment-Level funding on the Funding Data Entry page

Service Operations will provide a list of employees and POI's in impacted departments