University of Kentucky

Organizational Unit Change Form

This form is for creating new organizational units and the reassignment of existing organizational units. All forms must be completed and submitted via ITS Self Service request.

New organizational unit: Put an "X" here for new organizational unit.	
Change to existing organizational unit: Put an "X" here for change to existing organizational unit.	
Assign employees in unit to MC domain: Put an "X" here for MC Domain.	
Effective date: The date for this change to start (MM/DD/YYYY).	
Organizational unit abbreviation: Five-digit number for the new/reassigned organizational unit.	
Organizational unit name: New/reassigned organization unit name. Forty character maximum.	
Reports to organizational unit #: Eight-digit reporting organizational unit number.	
Master cost center: Ten-digit master cost center number.	
Organizational unit address: The number and the street.	
Postal code/building #: Postal code and building number.	
Phone number: Ten-digit contact number.	
Responsible person name: Name of the responsible person.	
Responsible person position #: Eight-digit position number for the responsible person.	

Additional information: