



Name Change Procedures for Departments, Units, Centers or the Equivalent

Approved by Chancellor/Vice Chancellors on 5/12/2022

STEP ONE – Request Name Changes (includes departments, units, centers or equivalent)

1. Written Request change sent to Director/Dean
 - i. Provide a brief rationale for the change.
 - ii. Provide a list of areas impacted by name change with additional information listed below:
 - New / Proposed
 - a) Effective Fiscal Year
 - b) Proposed New Organizational ID (e.g., UDDS)
 - c) Department Name
 - Change Current
 - a) Effective Date
 - b) Organizational ID (e.g., UDDS)
 - c) Old Department Name
 - d) New Department Name
 - Inactivate
 - a) Organizational ID (e.g., UDDS)
 - b) Department Name
2. Director / Dean will submit to divisional Vice Chancellor for review.
3. Vice Chancellors/Chancellor discuss and make recommendation.

STEP TWO – Upon Approval, Requestor Next Steps

1. Upon approval, the requested will need to make the following notifications to General Ledger, Human Resources, Information Technology.

General Ledger

1. Email to General Ledger asking for description change in Chart of Accounts
 - a) Provide the specific department and/or project ID(s) that need to be updated and when the change is effective
2. General Ledger will initiate all applicable updates in the following systems:
 - a) SFS (description limited to 30 characters)
 - b) E-Reimbursement > EX Approver table (this applies to manager name changes)
 - c) ShopUW+ (utilizes the EX Approver table)
 - d) WISER (updates in SFS are reflected in WISER overnight)

Human Resources

1. Email Human Resources for HRS department name changes (limited to 30 characters, CAPS)
2. HR will complete UW-Shared Services form and submit for approvals

Information Technology

1. DIMS request on the *Manager Dept Info* page (limited to 64 characters, prefer 30)
2. Submit IT Workorder in Ivanti to update following:
 - a) Email Resources – email accounts, distribution lists, Groups
 - Active Directory assets
 - Several different areas of documentation
 - DIMS information DFS (shared folders)
 - b) Printer names and queues
 - c) Workstation Names
 - d) Web Pages/Sharepoint

STEP THREE - UWSP- General Notification

1. Requester submits a University Communications/Campus Announcement alerting the campus community to the approved change.