University of Connecticut

Department Change: All Employees

Overview

Department Processors for an employee's <u>current</u> Department are responsible for initiating a department change. Once the Smart HR *Department Change* template is complete, the template is submitted to the <u>receiving</u> Department for approval and is finalized centrally.

There are **five** Smart HR *Department Change* templates in Core-CT, one for each employee population. The five templates are nearly identical, except some include a **Work Dept/Non-Academic** field. The five are as follows:

- UC_DC_DEPT_STU: Department Change – Student
- UC_DC_DEPT_GRD: Department Change – Graduate
- UC_DC_DEPT_CLS: Department Change – Classified
- UC_DC_DEPT_UNCL: Department Change – Unclassified
- UC_DC_DEPT_SPEC: Department Change – Special Payroll

Once the receiving Department Approver approves the Smart HR *Department Change* template, the Department Processor of the receiving department should initiate the appropriate data change template(s) to update the employee's new job information. Updates can include:

- Supervisor ID*
- Location Code
- Funding

***Note:** When a Department is changed, the manager of that department is defaulted to that employee's supervisor. The receiving department's Department Processor should perform a Supervisor ID change for the new employee once the department change is effective in Job.

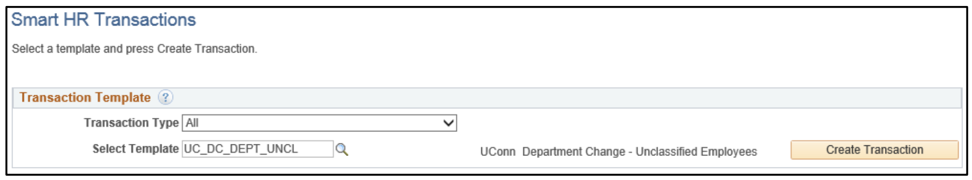
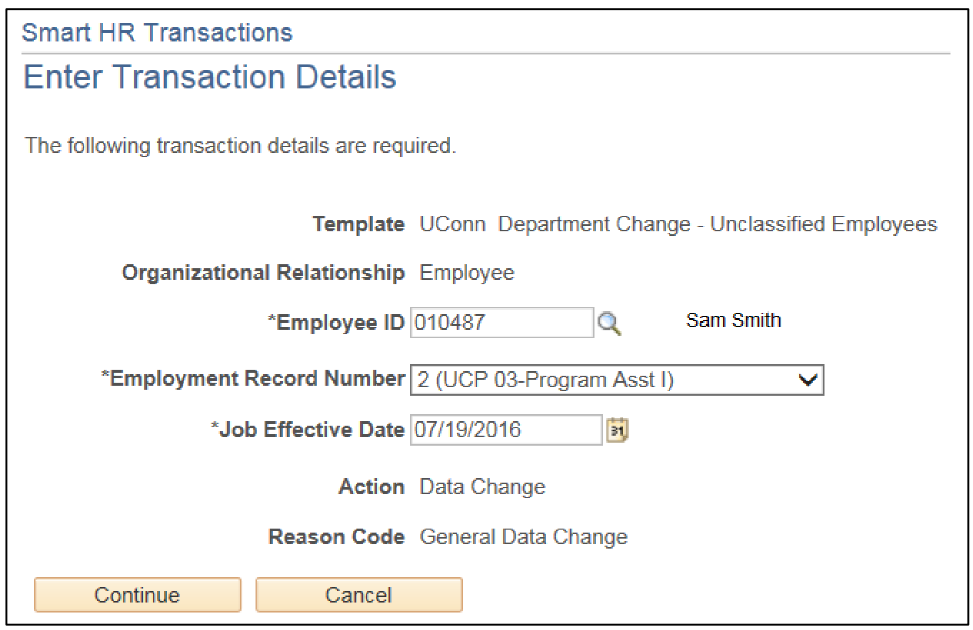
<u>**Work Dept/Non-Academic** field</u>

The **Department** field controls workflow in Core-CT, meaning the employee's information will route to the department specific in this field. For regional campuses, the **Work Dept/Non-Academic** field is included on department change templates where the employee may have a regional campus and an academic campus. The table below outlines what information should be included in the **Department** and **Work Dept/Non-Academic** fields, depending on the employee-type:

	Department field	Work Dept/Non-Academic field
Special Payroll	Regional Campus	Academic Department
Non-Special Payroll	Academic Department	Regional Campus

Use this job aid to process a department change for an employee in Core-CT. This example uses the *Unclassified Department Change* template.

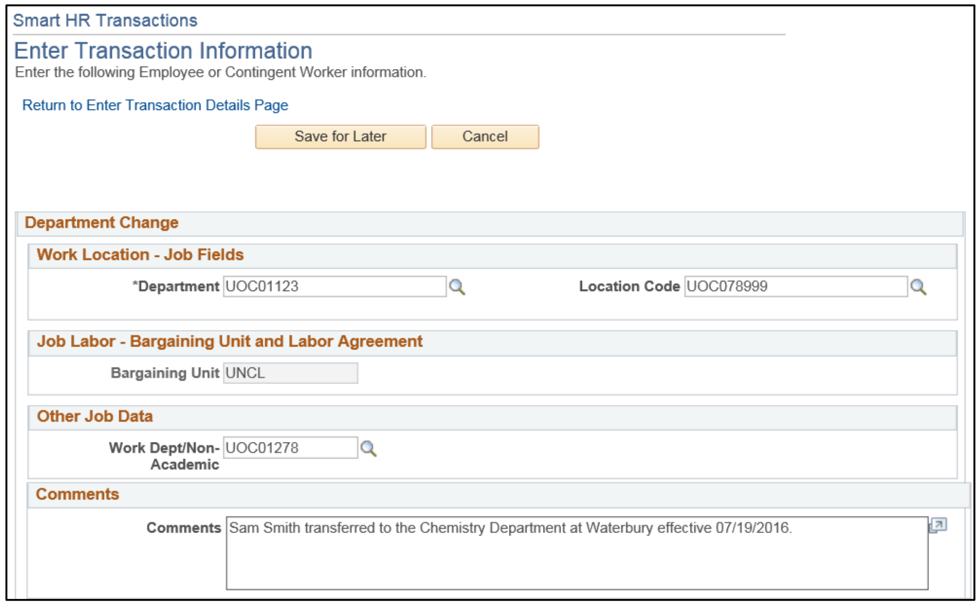
Process Steps

Step	Action	Screenshot
1	Navigation: **Main Menu > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	From the **Smart HR Transactions** page, enter the following: • **Transaction Type:** All • **Select Template:** UC_DC_DEPT_UNCL Click **Create Transaction.**	
3	On the **Enter Transaction Details,** enter the following: • **Employee ID**: Enter the employee ID for the employee whose department is changing. If unknown, click the **magnifying glass** to search for the employee. • **Employment Record Number:** This will auto-populate with the most recent employment number. If the employee has more than one Active employment record, select the one the employee is changing departments for. • **Job Effective Date**: Enter the date the department change is effective. This will auto-populate to today's date. Then, click **Continue**.	

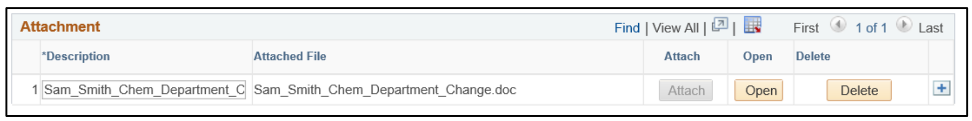
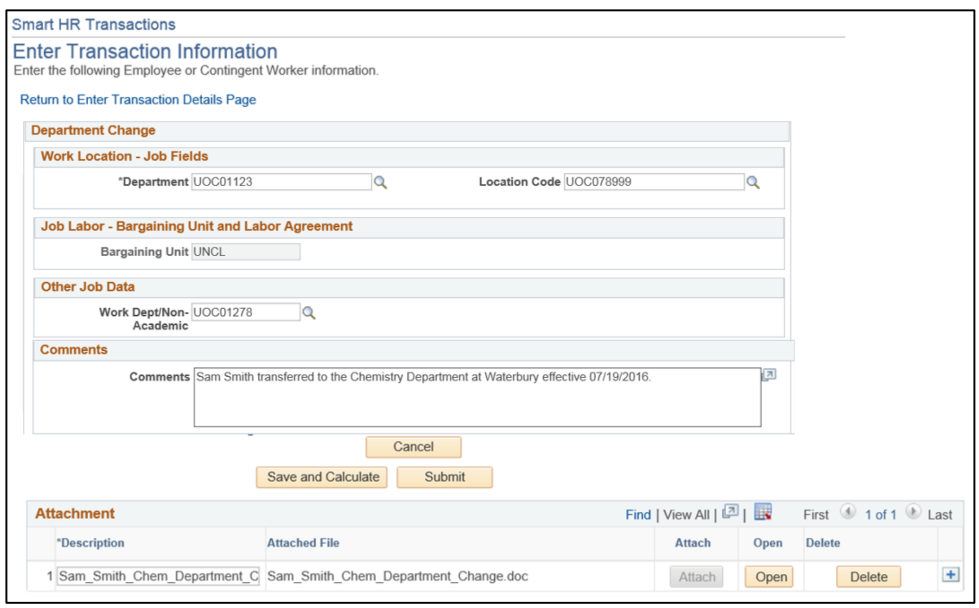
<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>4</td><td>On the Enter Transaction Information page, the Department and Location Code will auto-populate with the employee's <u>current</u> information.

Update the Department, Location Code and/or Work Dept/Non-Academic fields.

Enter Comments if your department requires additional information.

Then, click Save and Calculate.</td><td>
</td></tr>
<tr><td>5</td><td>At the bottom of the template, an Attachment section will open.

If applicable, search for and attach an attachment to include with the department change.

Click the plus sign (+) to add additional attachments.</td><td>
</td></tr>
<tr><td>6</td><td>When all information on the template is complete, click Submit to route the department change template to the receiving departments' Smart HR Approver for approval.</td><td>
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