

# 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 emailed from the area business officer to [SAPHRSupport@uky.edu](mailto:SAPHRSupport@uky.edu).

<b><u>New Organizational Unit:</u></b> Put an "X" here for new organizational unit.	
<b><u>Change to Existing Organizational Unit:</u></b> Put an "X" here for change to existing organizational unit.	
<b><u>Assign employees in Unit to MC Domain?</u></b> Put an "X" here for MC Domain	
<b><u>Effective Date:</u></b> The date for this change to start. (MM/DD/YYYY)	
<b><u>Org Unit Abbreviation:</u></b> Five-digit number for the new/reassigned organizational unit.	
<b><u>Org Unit Name:</u></b> New/reassigned organizational unit name. Forty character maximum.	
<b><u>Reports to Org Unit #:</u></b> Eight-digit reporting organizational unit number.	
<b><u>Master Cost Center:</u></b> Ten-digit master cost center number.	
<b><u>Org Address:</u></b> The number and the street.	
<b><u>Postal Code / Building #:</u></b> Postal code and building number.	
<b><u>Phone #:</u></b> Ten-digit contact number.	
<b><u>Responsible Person Name:</u></b> Name of the responsible person.	
<b><u>Responsible Person Position #:</u></b> Eight-digit position number for the responsible person.	

**Additional Information:**