

WORKFLOW - Adding New, Changing (name), or discontinuing Office, Department, or other Banner Orgs

1. A name change is proposed by an office/department, a new office/department is proposed, or an office/department is planned to be discontinued. (In the latter case, skip to #8.)
2. The President's Staff member who is head of the division in which the office/department or office is situated must approve a name change or new office/department and has two responsibilities:
 - a. The President's Staff member (or in the case of an academic department/program, the Associate or Assistant Provost) will contact the Director of Compensation to check for any conflicts with the proposed name.
 - b. The President's Staff member then shares the proposed new office/department or name change during a regular meeting of President's Staff to ensure awareness and check for any conflicts or consistency concerns.
3. The President's Staff member or designee notifies the Director of Compensation in Human Resources that the new office/department was approved. In the case of a department name change, the Office/Department Head is included in the email.
4. If a name change is approved, the Office/Department Head contacts the Director of Compensation in Human Resources. The Office/Department Head (or in the case of a new office/department, the President's Staff Member or designee) should provide both the full name of the department and, if it's more than 30 characters, an appropriate abbreviation, as there is a size limit to the name field in Banner.
5. The Director of Compensation notifies the Director of Budget and Planning to create or change the name in Banner. (Exception: The Office of Student Engagement (OSE) may contact the Director of Budget and Planning directly to create new student group orgs within the 8xxx org series)
6. The Director of Budget and Planning will notify the office/department head, the PStaff member, and a number of other designated offices.
7. The Office/ Department should reach out to the web-team (and others) as instructed in the Director's email regarding a name change.
8. In the case of a discontinued office/department, the requesting individual notifies the Director of Budget and Planning, cc'ing the appropriate President's Staff member.