The Organizational Tree Request is required to be completed by departments to propose changes to Nodes impacting the budget, finance, HR, and student Organizational Trees.   Additional information can be found on the Organizational Tree Guide. The approved form is submitted to the Org Tree Committee for review by emailing the request to MU ACCTG. The Committee meets on the first Monday of the month regarding tree requests. If requesting new DeptIDs use the Chartfield Request Form. If requesting changes to existing DeptIDs email MU ACCTG.

Contact Name   Requested effective date

Reason current organizational tree structure is not sufficient

Division of Finance
University of Missouri

ORGANIZATIONAL TREE REQUEST

Create New Node

New node name

New node description

Name of node this will report to

Main campus address for node (Rm# & Bldg)

FIN Finance structure Accountable employee for this node (name & title)

FIN Finance structure Responsible employee for this node (name & title)

Will new node have faculty/staff listed at this level?   If yes, what node will they move from?
　　　Yes　　　　　No

Will new node be a tenure home?
　　　Yes　　　　　No

Has node creation been discussed with HR/Payroll in terms of ePAF *workflow* and Time & Labor *security*?
　　　Yes　　　　　No

Will new node have courses or degrees listed at this level?   If yes, what node will they move from?
　　　Yes　　　　　No

List subjects or degrees

Will new node have DeptIDs listed at this level?
　　　Yes　　　　　No

If yes, which DeptIDs will move?

Move Existing Node

Name of node moving

Description of node moving

Name of node this will now report to

Main campus address for node (Rm# & Bldg)

FIN Finance Structure Accountable employee for this node (name & title)

FIN Finance Structure Responsible employee for this node (name & title)

Will node have faculty/staff listed at this level?
    Yes   No

If yes, what node will they move from?

Will node be a tenure home?
    Yes   No

Has node move been discussed with [HR/Payroll](#) in terms of ePAF *workflow* and Time & Labor *security*?
    Yes   No

Will node have courses or degrees listed at this level?
    Yes   No

If yes, what node will they move from?

List subjects or degrees to be moved

Will new node have DeptIDs listed at this level?

    Yes   No

If yes, which DeptIDs will move?

Inactivate Existing Node

Name of node to inactivate

Description of node to inactivate

Name of node this currently reports to

Main campus address for node (Rm# & Bldg)

Does the node have faculty/staff listed at this level?
      Yes   No

If yes, what node will they move to?

Is the node a tenure home?
      Yes   No

Has node change been discussed with HR/Payroll in terms of ePAF *workflow* and Time & Labor *security*?

      Yes   No

Does the node have courses or degrees listed at this level?   If yes, what node will they move to?

      Yes   No

List subjects or degrees to be moved

Does the node have DeptIDs listed at this level?

      Yes   No

If yes, where will the DeptIDs move to?

Change Node Description

Current node name

Current node description

Requested node description

Form Approvals (required for requests in any section)

FIN Finance Structure - Responsible - Division level (print)   Date

FIN Finance Structure - Responsible - Division level (sign)

Vice Chancellor or Designee (print)   Date

Vice Chancellor or Designee (sign)