



The Organizational Tree Request is 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 tree structure is not sufficient

Create New Node

New node name

New node description

Name of node this will report to

Main campus address for node

Accountable employee for this node (name & title)

Will new node have faculty/staff?

Yes No

Will existing faculty/staff move to the new node?

Yes No

Will existing DeptIDs move to the new node?

Yes No

Will new node be a tenure home?

Yes No

Will the new node have courses or degrees?

Yes No

Are there existing courses or degrees?

Yes No

Has node creation been discussed with HR/Payroll in terms of ePAF and Time & Labor?

Yes No

Move Node

Name of node moving

Description of node moving

Name of node this will now report to

Description of node this will now report to

Will existing faculty/staff move with node?

Yes No

Will existing DeptIDs move with node?

Yes No

Will existing courses or degrees move with node?

Yes No

Is the node a tenure home?

Yes No

If yes, does this move affect anyone's tenure home?

Yes No

Has node move been discussed with HR/Payroll in terms of ePAF and Time & Labor?

Yes No

Inactivate Node

Name of node to inactivate

Description of node to inactivate

Name of node this reports to

Description of node this reports to

Does the node have faculty/staff?

Yes No

Does the node have courses or degrees?

Yes No

Is the node a tenure home?

Yes No

Does the node have DeptIDs?

Yes No

If yes, identify DeptIDs and name of node they will move to

Has node inactivation been discussed with HR/Payroll in terms of ePAF and Time & Labor?

Yes No

Change Node Description

Current node name

Current node description

Requested node description

Approvals

FIN Finance Responsible - Division level (print)

Date

FIN Finance Responsible - Division level (signature)

Vice Chancellor or Designee (print)

Date

Vice Chancellor or Designee (signature)