Department Change: All Employees

Overview
Department Processors for an employee’s current Department are responsible for initiating a department change. Once the Smart HR Department Change template is complete, the template is submitted to the receiving 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_GRO: 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.

Work Dept/Non-Academic field
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:
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: Main Menu &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</td>
<td><img src="image1.png" alt="Screenshot of navigation" /></td>
</tr>
</tbody>
</table>
| 2    | From the Smart HR Transactions page, enter the following:  
- **Transaction Type:** All  
- **Select Template:** UC_DC_DEPT_UNCL  
Click Create Transaction. | ![Screenshot of Smart HR Transactions](image2.png) |
| 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. | ![Screenshot of Enter Transaction Details](image3.png) |
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<td>4</td>
<td>On the Enter Transaction Information page, the Department and Location Code will auto-populate with the employee’s current 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><img src="image1" alt="Screenshot" /></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><img src="image2" alt="Screenshot" /></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><img src="image3" alt="Screenshot" /></td>
</tr>
</tbody>
</table>