Establish a New Department ID

Please return the completed form to the Budget Office (budget@fsu.edu).

New Department ID _____ (Must be a new number and fit a pattern with other department IDs within the School/College/Area.)

Description/Hierarchy (See the Additional Details page for more information.)

Item	**All description, hierarchy, and purpose information is required.**
Department Description	
Short Description	
Division	
School/College	
Area	
Purpose/Mission	

Additional Properties (Please indicate the additional properties associated with the department. All additional properties are **required**. See the Additional Details page for more information.)

Item	**All additional properties information is required.**	
Fund type		
Activity type		
Will this dept be a "Responsible Department" in RAMP?		

Designations (The signature of the designee is required on each corresponding line acknowledging/accepting the designation. See the Additional Details page for more information.)

Designation	Employee Name	Employee ID	** Required.** Employee Signature
DDDHC **Required**			
Budget Manager **Required**			

Requested by _____ _Date_ _____ _Foundation Approval_ _____ _Date_ _____

updated 8/28/23

Additional Details

General Information. The Establish a New Department ID form creates a new 6-digit Department ID and designations in OMNI within Chartfield Values. You can navigate to Chartfield Values through OMNI Financials > Budget Management > ChartField Values > Department.

> **NOTE:** Department designations do <u>NOT</u> establish C&G project personnel or workflow approval for OMNI modules such as Travel, Accounts Payable, or Procurement. For C&G project personnel updates, please contact Sponsored Research Administration. For all other modules, please contact the respective office for workflow updates. Additional OMNI Financials roles are required for workflow approval.

New Department ID. For consistency, please identify a new department ID number that fits a logical pattern with existing department IDs in your school/college or area. Please use the following OMNI Financials query to review the existing department IDs in your Area/School/College: FSU_DEPARTMENT_DIMENSION.

Department Description. This is the official title of the 6-digit department ID. The maximum character count is 30. For example, "Dean Coll of Arts & Sciences."

Short Description. This is an abbreviated Department Description. The maximum character count is 10. For example, "AS_DEAN."

Division. This is the division under which the Department ID falls. The current divisions are Academic Affairs, Central Administration, Finance & Administration, Research, Student Affairs, and University Advancement.

School/College. This is the school/college under which the Department ID falls. For example, "College of Arts & Sciences."

Area. This is the area under which the Department ID falls. For example, "Biological Sciences."

Purpose/Mission. A specific explanation of the type of activity for which this department ID is being used. Any additional supporting documentation that can clarify the use of the department ID is helpful.

Fund type. This is the primary fund type associated with the new department ID. For example, if the new department will be used for an auxiliary operation, the appropriate Fund type selection would be, "Auxiliary."

Activity type. This is the primary activity type associated with the new department ID. For example, if the new department will be used for research, the appropriate Activity type selection would be, "Research."

Responsible Department. The department that conducts the review of a research proposal and associated budget. Please contact RAMP support at RAMP@fsu.edu to setup department reviewers and administrative editors. See https://ramp.research.fsu.edu/ for more information.

Designations. To add a designation, the signature of the designee is required on each corresponding line acknowledging and accepting the designation.

Dean/Director/Department Head/Chair (DDDHC). The employee responsible for the fiscal management and soundness of a department. Each department has only one DDDHC.

Budget Manager. The employee acting as the primary contact person for financial matters. Each department has only one Budget Manager.

Authorized Signer. The employee(s) granted the authority to approve transactions that impact a department's budget or financial position. Departments may have up to six (6) Authorized Signers.

Salary Preparer. The employee(s) responsible for reviewing or preparing salary budgets associated with the department. In addition to the designation, users must also have the following OMNI Financials role: FSU_BUD_SALARY_PREPARER.

Budget Preparer. The employee(s) responsible for reviewing or preparing non-salary budgets associated with the department. In addition to the designation, users must also have the following OMNI Financials role: FSU_BUD_BUDGET_PREPARER.

The policy related to OMNI Departments can be found at: https://policies.vpfa.fsu.edu/policies-and-procedures/financial/omni-departments.