KSU Department Hierarchy & Budget Form – Job Aid

Form Link:
[Complete the Form Here]

Purpose of the Form

This form is used to request additions or updates to the departmental hierarchy or budget structures within Kennesaw State University (KSU). It ensures accurate reflection of the university's organizational framework in key systems, promoting transparency, consistency, and decision-making clarity.

Process

Once you submit this form, it will be routed to Human Resources for initial review. An HR representative will contact you to confirm and clarify the details of your request, if needed. After the review, HR will route the formal request for all required approvals and signatures. Upon completion, HR will ensure the request will be sent to Fiscal Services (budget@kennesaw.edu), via email, to ensure the correct coding is applied in university systems.

Department vs Funding Source

- Home Departments are now separate from Funding Source Departments.
- Home Departments
  - Owned by Human Resources.
  - Reflects the work taking place in the functional area.
  - Assigned to Employee's position in OneUSG and visible to campus in downstream system, the phone directory, etc.
  - No impact on budget or payroll charges.
- Funding Source Department
  - Owned by the Budget Office.
  - Reflects the funding source(s) for a particular position (positions can have multiple funding sources).
  - Assigned to Position in PS Financials and OneUSG.
  - Source for budget and payroll charges.

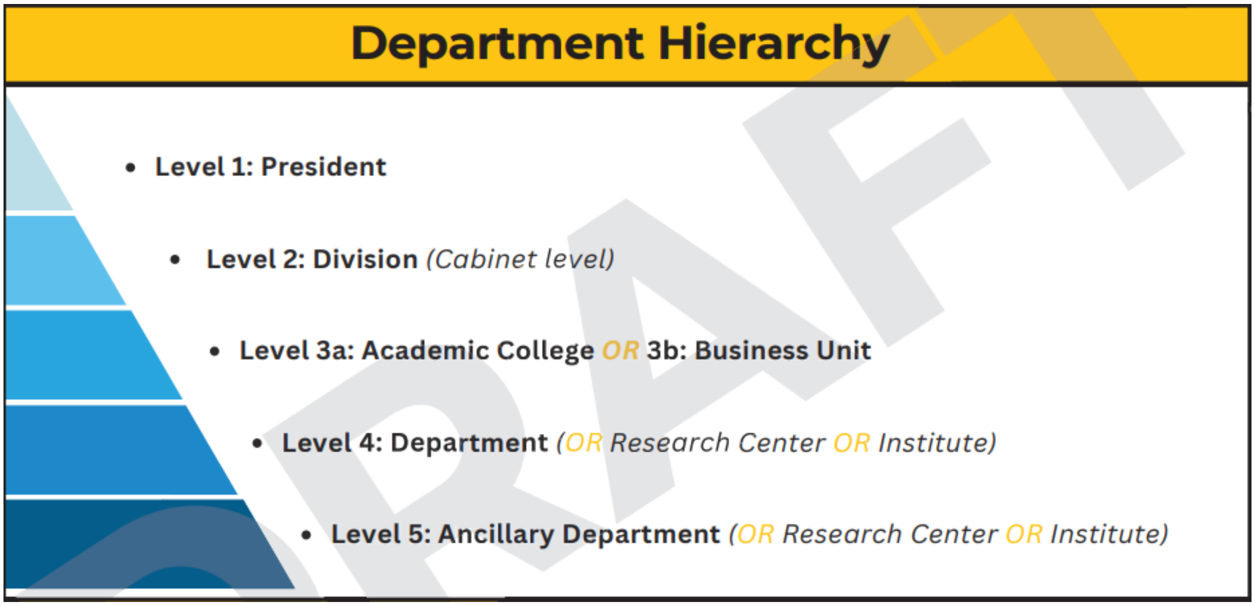
Before You Begin

Make sure you have the following:

- Clear understanding of your department's current and requested hierarchy.
- Approval or support from your Division/College leadership (as applicable).
- Names and contact info for key stakeholders.

KSU Department Hierarchy Overview

KSU uses a **5-level structure** to define organizational units. Understanding this hierarchy is essential for accurately submitting the form.



Definitions to Guide You

- **Academic Department:**

  A major academic unit led by a Dean, overseeing related departments and programs.

- **Business Unit:**

  A major administrative unit managing key operational functions.

- **Department:**
  Primary academic or administrative unit. Staffed by faculty or professionals. Must have a physical location.

  - **Home Department (Administrative):** A home department is the primary academic or administrative unit to which an employee belongs. It is the department responsible for the core activities, responsibilities, and support of its members. It is the department with which the employee is identified, and the employee’s primary functions are recognized to support.

  - **Funding Department:** A funding department is the fiscal source for a specific line of salaries, operations, supplies, etc. The source may be different for employees within the same home department. An employee’s salary may also be split between multiple funding sources.

- **Research Center:**
  Supports research/education. Typically, part of a department. Does **not** offer degrees.

- **Ancillary Department:**
  Provides supportive services to a parent department. Not standalone.

- **Institute:**
  More formal, potentially autonomous. May offer credit courses or degrees.

Filling Out the Form – Key Sections

- **Requester Information**
  - Enter your full name, email address, and contact information.
- **Type of Request**
  - Select the appropriate option (e.g., New Department, Hierarchy Update, Budget Update).
- **Requested Changes**
  - Provide details such as the department name, parent unit, and a justification for the change.
  - Indicate if the requested department will have people associated with it or if it is just a department used for funding.
- **Hierarchy Placement**
  - Identify the correct three-letter division code that the new or updated department will align with.
- **Parent Department**
  - Specify the functional unit under which this department will align.
- **Supporting Information**
  - Confirm the official name of the department (if applicable).
  - Provide the Business Manager's name and NetID.
  - Indicate whether the department will be involved in the purchase or service of alcohol.

Workflow

- Initial request form is submitted by unit to Human Resources (HR)
- HR will review form and make any necessary inquiries to understand the request that is being submitted.
- Once finalized HR will fill out the appropriate Department Change/Setup form and submit for signature/approval:
  - Business Operations Manager for approval
  - Budget Manager for approval
  - CC to Unit leader, as applicable
- HR will ensure final routing of the form through DocuSign will go to the budget analyst, who will enter the necessary information into the system
- Budget analyst will send emails confirming entry to Business Operations managers

Best Practices

- Use the correct terminology based on the definitions provided.

- Confirm alignment with KSU's strategic structure before submitting.

- Collaborate with your HR Business Partner, Business Manager or Budget Director when needed.