

Chartfield Request Form

Please email completed forms to CFMAINT@MAILBOX.SC.EDU

Please select type: _____

Combination Description

ChartField String

Operating Unit	Department	Fund	Class	PC Business Unit
_____	_____	_____	_____	_____

Project (if inactivating)

Project type (if applicable)

Project Start Date

Project End Date

For **NEW** Department or Project:

Approver(s) 1* _____

USCID(s) 1 _____

For **NEW USCIP PROJECT**: Designated
Principal Investigator (PI)*:

Approver(s) 2* _____

USCID(s) 2 _____

USCID: _____

***must be an active employee**

Mark for Payroll? _____

Select "Yes" if you need HCM Payroll Combo Codes created for this chartstring.

Attach justification

Why new department?

Why new project? How much to be transferred into new account and from where?

If E fund – attach E Fund questionnaire

If Z fund – attach Z Fund questionnaire

FOR NEW DEPARTMENT REQUESTS ONLY – PLEASE SEE BELOW:

Does this **NEW** department need to be added to your Organizational Chart within PeopleAdmin or is it for payroll funding only?
(Will the **NEW** Department need to create PD's, job postings, and hire employees within it?) _____

If you answered "Yes" above, please provide the Parent Department Number where this **NEW** department will roll up to. _____

REMINDER: NEW DEPARTMENTS ALSO REQUIRE A NEW HCM ACCESS FORM TO BE SUBMITTED USING A SELF-SERVICE NOW TICKET in order to gain the needed security access in HCM and Finance Intranet. You can find this form [here](#).

Requested by _____

Date _____

Business Manager _____

Date _____

Controller's Office Approval: _____

Date: _____