

# 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
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Project (if inactivating) \_\_\_\_\_

Project type (if applicable)

Project Start Date	Project End Date
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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 PeopleSoft HCM and Finance Intranet. You can find this form [here](#).**

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Business Manager \_\_\_\_\_

Date \_\_\_\_\_

Controller's Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_