

*This checklist is designed to assist campus department end users in identifying tasks to complete when a change to their organizational structure occurs. These tasks should be completed after you have received confirmation that the Organization Change Request form submitted to the Budget and Financial Management Office has been completed. For an overview, please see the [Department Organization Changes Guideline](#).*

*This checklist is a reference tool only; it is not to be submitted to Finance. We have highlighted all tasks that have some type of impact on department finances and included other non-finance related tasks that **may** need to be completed. Please use this checklist as a reference, consulting with the appropriate entities as indicated below.*

## Checklist

| Task to Complete         |   | Contact Information  |
|--------------------------|---|--|
| <input type="checkbox"/> | Submit <a href="#">System Access Request</a> forms to CMS Security for changes to security in FTS, CFS, SJSU@Work, and MySJSU.  | <a href="#">IT Service Desk</a><br>(408) 924-1530  |
| <input type="checkbox"/> | Submit <a href="#">Position Management Action</a> form to University Personnel to: <ul style="list-style-type: none"> <li>• Move positions between departments</li> <li>• Update absence reporting structure for existing positions</li> <li>• Change funding information for existing positions</li> <li>• Create new positions</li> </ul> | <a href="#">University Personnel</a><br>(408) 924-2250   |
| <input type="checkbox"/> | Check employee information in the <a href="#">online directory</a><br><br>If there are discrepancies, submit an <a href="#">iSupport ticket</a> and include the employee's legal name, employee ID, department ID, location (building, floor, room) and phone number.   | <a href="#">IT Service Desk</a><br>(408) 924-1530  |
| <input type="checkbox"/> | Submit request to <a href="#">Bursar's Office</a> to change chartfield mapping for e-Market stores.   | <a href="#">Bursar's Office</a><br>(408) 924-1601  |
| <input type="checkbox"/> | Submit request to the following service departments, as appropriate, to update default chartfield information. <ul style="list-style-type: none"> <li>• Distribution and Asset Services (postage)</li> <li>• Contracts &amp; Procurement Services (Campus Copier Program)</li> </ul>  | <a href="#">Distribution and Asset Services</a><br>(408) 924-1590<br><br><a href="#">Campus Copier Program</a><br>(408) 924-1767 |
| <input type="checkbox"/> | Complete a DocuSign <a href="#">ProCard/GoCard Update Request</a> as appropriate to: <ul style="list-style-type: none"> <li>• Update Approving Official information</li> <li>• Update default chartfield information</li> </ul>   | <a href="#">Finance Support</a><br>(408) 924-1558  |

|                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | Change chartfields for <b>open</b> transactions in Financial Transaction Services (FTS).  | <a href="#">Finance Support</a><br>(408) 924-1558                 |
| <input type="checkbox"/> | If there will be travel in this DeptID(s), contact your Division/College to update or setup the approval structure, as appropriate.                                     |   |
| <input type="checkbox"/> | Review open Purchase Orders in CFS Data Warehouse and submit a Change Order in FTS, as appropriate to correct chartfields.  | <a href="#">Finance Support</a><br>(408) 924-1558                 |
| <input type="checkbox"/> | After all of the steps above have been completed, create Budget Journals, Expense Journals, and HR Expense Adjustment in FTS to correctly classify expenses, if needed. | <a href="#">Finance Support</a><br>(408) 924-1558                 |
| <input type="checkbox"/> | Contact Distribution and Asset Services to change the Custodian DeptID and/or location for tagged assets.   | <a href="#">Distribution and Asset Services</a><br>(408) 924-1590 |

## Contacts

- Budget and Financial Management**  
 Phone: 408-924-1558 Email: [university.budget.office@sjsu.edu](mailto:university.budget.office@sjsu.edu)  
 Website: [http://www.sjsu.edu/finance/about\\_us/budget/](http://www.sjsu.edu/finance/about_us/budget/)
- Bursar's Office**  
 Phone: 408-924-1601 Email: [bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
 Website: <http://www.sjsu.edu/bursar/>
- Campus Copier Program**  
 Phone: 408-924-1767 Email: [ccp@sjsu.edu](mailto:ccp@sjsu.edu)  
 Website: [http://www.sjsu.edu/finance/about\\_us/core\\_services/ccp/](http://www.sjsu.edu/finance/about_us/core_services/ccp/)
- Distribution and Asset Services**  
 Phone: 408-924-1590 Website: [http://www.sjsu.edu/finance/about\\_us/dist\\_services/](http://www.sjsu.edu/finance/about_us/dist_services/)
- FinanceConnect**  
 Phone: 408-924-1558 Email: [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu)  
 Website: <http://www.sjsu.edu/finance/financeconnect/>
- University Personnel**  
 Phone: 408-924-2258 Website: <http://www.sjsu.edu/up/>
- IT Service Desk**  
 Phone: 408-924-1530 Email: [itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)

## Forms/Guidelines

- **Change Order Request:** [http://www.sjsu.edu/finance/financeconnect/resources/pathways/change\\_order/](http://www.sjsu.edu/finance/financeconnect/resources/pathways/change_order/)
- **Department Organization Changes Guidelines:**  
[http://www.sjsu.edu/finance/policies\\_guidelines/dept\\_org\\_change\\_guidelines/](http://www.sjsu.edu/finance/policies_guidelines/dept_org_change_guidelines/)
- **System Access Request:** <http://www.sjsu.edu/it/security/forms/>
- **Position Management Request:** <https://forms.gle/SiQMGS5ncDjFAD7y8>
- **ProCard/GoCard Forms:** [https://www.sjsu.edu/finance/forms/forms\\_by\\_dept/ss\\_payment\\_svcs\\_forms/](https://www.sjsu.edu/finance/forms/forms_by_dept/ss_payment_svcs_forms/)