



Requested By (fill in requested information)		Role Assignments** (only enter if different from superior supervisory org.)		
Date		Role	Employee Name	Employee ID
Name				
Department				
Position				

****Note:** Strategic Business Partner, Business Partner, and HR Partner role are assigned by Business Operations and Human Resources.

REQUIRED: Superior Supervisory Organization (manager's manager):	
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REQUIRED: Default Cost Center:	
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Requested Supervisory Organization						
Effective Start Date	Manager's Name	Manager's Employee ID	Proposed Name of Supervisory Organization*	Member(s) of the Organization (manager's direct reports)		
				Employee ID	Name	Employee Type**
<p>*Do not use abbreviations, codes, or numbers. Name should be meaningful to all users.</p> <p>Please follow standard naming convention:</p> <p><u>Convention</u> <u>Example</u></p> <p>First segment is department name followed by a dash <i>Bioceramics -</i></p> <p>Second segment should reflect section/speciality/area of interest <i>Field Operations</i></p> <p>**Employee type: Faculty, Staff or Student</p>						