

LSU HCSD PeopleSoft Department Request Process

Revised January 15, 2009

**Requester:
Submit
Department
Request Form**

BU CFO
Approve &
Submit

HCS D Comptroller: Approve or
Disapprove Request and Determine
Action Needed

Unapproved
Advise Requester

Approved
Use Existing Dept and
Add to BU Trees

Approved
Revise Existing Dept

Approved
Create New Dept

Determine PS #
& Long & Short
Descriptions

Copy to
PS HR
Support

Secure Multi-
Campus Approval

Unapproved

Copies to:

- ◆ BU CFO
- ◆ Requester
- ◆ HCSD Asst Comptroller
- ◆ HCSD Accounting Services
- ◆ HCSD DSS Support
- ◆ HCSD FIN Reporting
- ◆ HCSD Cost Reporting
- ◆ HCSD Budget Office

In addition, based on entries on the
Department Request Form, all or some of
the following actions are taken:

Cost Reporting Liaison will
advise PS FIN Support of
changes needed on CR Tree

Edit CR
Tree

If Patient Charges from Dept:
PFS Liaison:
Add Patient Acctg Chart Field

Add PA
Chart Field

If PO's to be cut from Dept:
PS FIN Workflow Team:
Add Location

Add
Location

If Staff Assigned to Dept:
PS HR Support Team:

PS FIN
FUNCTIONAL
Support

Add Dept to BU
Tree

Revise Existing
Dept

Create New
Dept

COMPTROLLER:
Advise Requester to
initiate HR Change Form if
needed

Upon completion of HR
and FIN Process, add to
HR Tree

Notice of completed action to:

- ◆ BU CFO
- ◆ Requester
- ◆ HCSD Asst Comptroller
- ◆ HCSD Accounting Services
- ◆ HCSD DSS Support
- ◆ HCSD FIN Reporting
- ◆ HCSD Cost Reporting Liaison
- ◆ HCSD Budget Office
- ◆ PFS Liaison
- ◆ PS FIN Workflow
- ◆ PS HR Support