ADD OR CHANGE WSUORG INFORMATION

Use this form to add or change organizational unit information in WSUORG (spaces 8 - 29).

Complete 1 through 7.
Items 1, 2, 5, 6, and 7 refer to the unit submitting this request. See 10.05 for instructions.

1 NAME OF ORGANIZATIONAL UNIT	2 CAMPUS ZIP	3 EFFECTIVE DATE	4 DATE PREPARED
5 EMPLOYEE TO CONTACT IF THERE ARE QUESTIONS ABOUT THIS CHANGE	6 TELEPHONE	7 E-MAIL ADDRESS	

Check add or change to indicate the action required.

If this is a request to change information, enter the current organization number or name abbreviation.

ADD ☐   CHANGE ☐

ORGANIZATION NO.	**OR**	NAME ABBREVIATION

For changes, enter only the information you want Human Resource Services to change in WSUORG.

8 UNIT NAME (Also Short Name in ORG) (30 characters)	9 NAME ABBREVIATION (8 characters)

10 COUNTY NAME OR CODE (2 characters for code)	11 CITY/AREA (14 characters)	12 STATE AND/OR COUNTRY (14 characters each)

13 UNIT ADMINISTRATOR	14 UNIT ADMINISTRATOR'S WSU ID NUMBER	**This WSU ID Number is required to enter a unit into WSUORG.**

15 OFFICIAL UNIT NAME / ALPHABETICAL SORT (50 characters)

16 NAME OF SUPERVISING UNIT	17 SUPERVISING UNIT NAME ABBREV. (8 characters)	18 SUPERVISING UNIT ORG. NO. (4 char.)

19 NAME OF PRIMARY ADMINISTRATIVE UNIT	20 PRIMARY ADMIN. UNIT ORG. NO. (2 char.)

21 REQUESTING ADMINISTRATOR	22 DEAN, APPOINTING AUTHORITY, OR PRINCIPAL ADMINISTRATIVE OFFICER
Print Name	Print Name
Signature	Signature

NOTE: Human Resource Services maintains address information changes and additions for WSUORG.

Organizational Unit Address *(required for new unit)*

23 STREET OR POST OFFICE BOX NUMBER (32 characters)	24 BUILDING OR COMPLEX (32 characters)	
25 CITY (20 characters)	26 STATE	27 USPS ZIP CODE AND CAMPUS ZIP CODE
28 INTERNATIONAL ADDRESS - FOREIGN COUNTRY AND/OR FOREIGN STATE (32 characters)		

29 TELEPHONE - INCLUDE AREA CODE (Enter 4-character extension if appropriate)	HRS USE ONLY	WSU1270-1117
	Entered By | Enter Date	

10.05.6