



Creation of New Majors Checklist

<u>Action</u>	<u>Contact</u>	<u>Department</u>
Via email, request new major and describe purpose of new major. Specify any unique subclasses that should be associated with major.	Karen Grzeika	Controller's Office
Submit a permanent budget adjustment to move funds to new major. If salary is moving to new major, submit a permanent budget adjustment to move salary budget.	Sean Francis	Budget & Planning
If applicable, via email, contact HR generalist to move any positions to new major.	Human Resources	Human Resources
Via email, provide a list of actuals that should be reclassified to new major (from existing or legacy major). Note if salary is moving to new major, (so that actuals can be reclassified to new major).	Karen Grzeika	Controller's Office
Request PNC access for new major for relevant individuals.	Karen Albert	Accounts Payable
If applicable, switch p-card to default to new major for relevant individuals.	Karen Albert	Accounts Payable
Request new major to be available in HoundMart.	Mike Mansfield	Student Admin Services
Request MyBudget access for relevant individuals for new major.	Mike Mansfield	Student Admin Services
If applicable, update relevant individuals to be linked to new major's copiers GL.	Gina Graffious	Technology Services
If applicable, freeze legacy major so activity no longer occurs.	Karen Grzeika	Controller's Office