



University of Colorado

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EMPLOYEE SERVICES

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Department Create/Delete, Update/Change

Create or Delete a Department

To create or delete a department in the Human Resources Management System (HRMS), the requesting department's dean/director/chair/designee must contact the [University Controller's Office](#) [1]. That office will provide instructions, including the appropriate form to complete.

Requesting a department create or delete through the Controller's Office will ensure finance and the HRMS remain synchronized. The Controller's Office will contact the appropriate people at University Information Systems and Employee Services to complete the steps in the process.

Update or Change a Department

For department description changes, such as campus box numbers or default location code changes on the department table, contact Employee Services at 303-860-4200, option 2, or at employeeservices@cu.edu [2]. You must provide the department number, new location code and/or new campus box number.

Employee Services will notify the contact person when the requested change has been made. The campus department making the change must transfer affected employees in or out of their appropriate departments whenever a change is made.

Attachments:

Video:

Images:

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/department-createdelete-updatechange>

Links:

[1] <https://content.cu.edu/controller/contact.html>

[2] <mailto:employeeservices@cu.edu>