Compass Department Inactive/Re-activate Request Form

Please submit the completed form to compass.support@emory.edu with the subject line, "CHARTFIELD REQUEST."

Requestor Name
Requestor Phone Number
Requestor Email

Approver by (Operating Unit FO/Business Officer)
Approver Phone Number
Approver Email
List the email addresses if additional individuals should be notified:

☐ **Inactivate** ☐ **Re-activate Requested for the following Chartfield Value:**

Department Name
Department ID
Reason for Request (REQUIRED):

If Inactivating a Department ID Complete the following:

- All SpeedTypes in the associated Department ID must be inactivated prior to inactivating the Department ID.
- Check for active SpeedTypes in the EDI Dashboard: -- SpeedType Ref Lookup
- Confirm that all active HR records have been updated with the alternative Department ID in HR PeopleSoft
- Contact your HR Representative for assistance as needed.

Date: