

# Columbus State University

## HRMS Model Change Request Policy

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### 1.0 PURPOSE

This Policy informs PeopleSoft Human Resource Management System users of the procedure to follow when requesting changes to the model.

### 2.0 SCOPE

This is a divisional policy because only Human Resources personnel may request a change to the model.

### 3.0 POLICY

The Policy name is HRMS Model Change Request Policy.

### 3.1 Procedure for Requesting Changes to the HRMS Model

To request a change to a HRMS table, process, report or interface in the HRMS model, you must complete a model change request form. For more information on this topic visit the website <http://www.usg.edu/gafirst/hrms/docs/mcr/>. Click on the model change request form. Fill in the form and submit via e-mail to the address listed. The model change review committee will review the requested change and make a decision on approval.

#### **4.0 Policy Changes**

Revision and changes to this policy may be made periodically.

#### **5.0 Definitions**