



### Supervisory Organization Request

*(Note: some fields pre-populated with examples)*

**Create New Supervisory Organization** This section is used for a Worker who has not previously managed or needs to manage others outside their own organization. \*CISQ may recycle an empty supervisory organization rather than creating a new one, if appropriate.

Manager of New Supervisory Organization		
First Name:	Last Name:	UIN:
Position Number:	Business Title:	
New Supervisory Organization Information		
ADLOC Number & Name:		
Effective Date (cannot be future date):		
Superior Organization Information		
Organization ID:	Manager:	
ADLOC Number & Name:		

**Reassign Superior Organization** This section is used to change the Superior Organization for an existing supervisory organization.

ADLOC Number, Name & Manager:	
Organization ID:	
Current Superior Organization	
Organization ID:	Manager:
New Superior Organization	
Organization ID:	Manager:

**Edit Supervisory Organization Name** This section is used to update organization name to match FAMIS and may require additional documentation or forms.

Current ADLOC Number & Name:
New ADLOC Number & Name:

**Inactivate Existing Supervisory Organization** To inactivate, the supervisory organization must not have any workers, subordinate organizations, or active staffing events.

ADLOC Number, Name & Manager:
Organization ID:

*If workers need to be moved from one supervisory organization to another within the same Company (TAMU→TAMU, TAMUG→TAMUG, HSC→HSC), initiate the [Move Workers \(Supervisory\)](#) business process. If moving between Companies (TAMU→HSC or TAMUG, etc.), initiate the [Change Job](#) business process.*

Requested By \_\_\_\_\_

Hub # \_\_\_\_\_

Date \_\_\_\_\_

**Submit to:** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu)