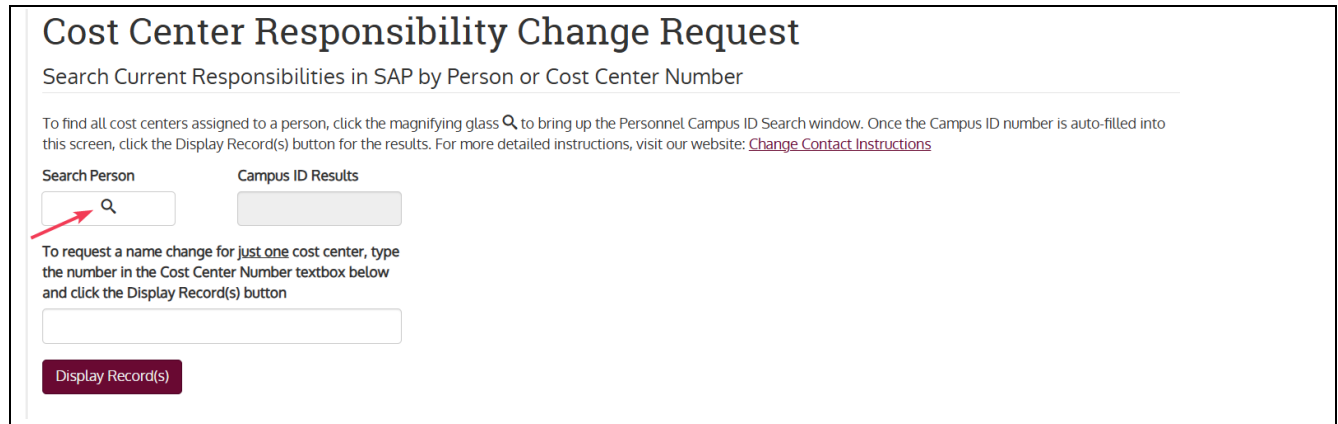


INSTRUCTIONS FOR REQUESTING A CHANGE TO THE PERSON RESPONSIBLE OR ADMIN CONTACT ON COST CENTERS

The link for the change request is located at <https://costcenterchangerequest.apps.cmich.edu/#/>. After logging in to that site:

1. click on the magnifying glass in the field for “Search Person”,



Cost Center Responsibility Change Request

Search Current Responsibilities in SAP by Person or Cost Center Number

To find all cost centers assigned to a person, click the magnifying glass  to bring up the Personnel Campus ID Search window. Once the Campus ID number is auto-filled into this screen, click the Display Record(s) button for the results. For more detailed instructions, visit our website: [Change Contact Instructions](#)

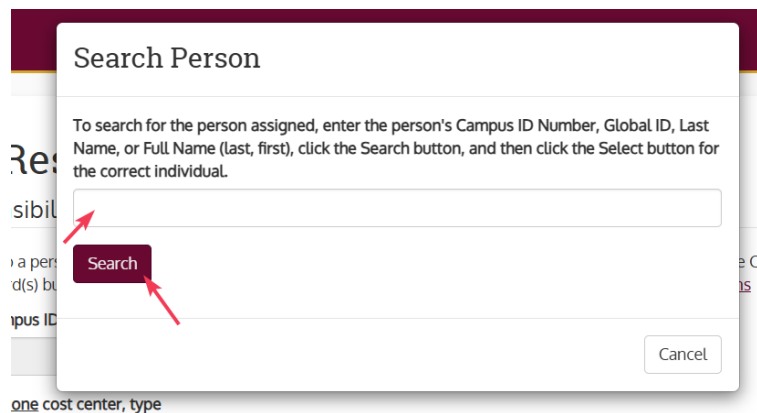
Search Person Campus ID Results



To request a name change for just one cost center, type the number in the Cost Center Number textbox below and click the Display Record(s) button

Display Record(s)

2. enter their *Campus ID Number, Global ID, or name by Last, First* in the popup screen for Person and click “Search”,

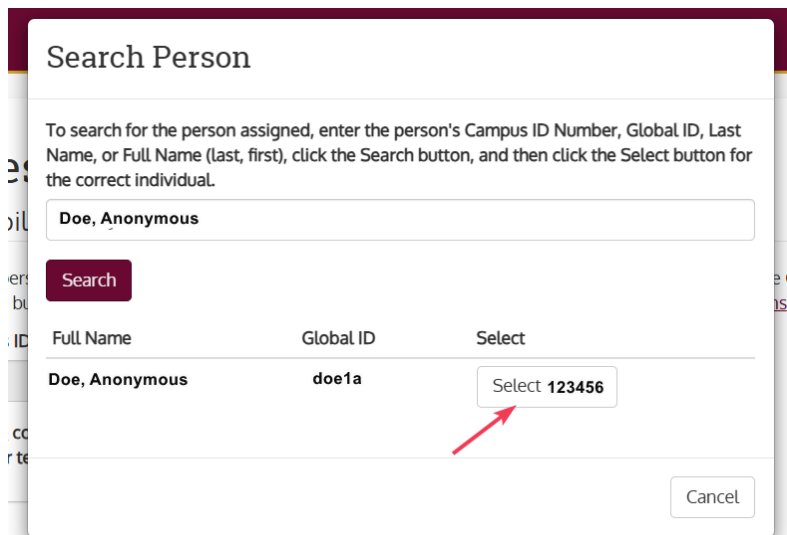


Search Person

To search for the person assigned, enter the person's Campus ID Number, Global ID, Last Name, or Full Name (last, first), click the Search button, and then click the Select button for the correct individual.

Search **Cancel**

3. when the Full Name comes up, click on the “Select” box containing their Global ID,



Search Person

To search for the person assigned, enter the person's Campus ID Number, Global ID, Last Name, or Full Name (last, first), click the Search button, and then click the Select button for the correct individual.

Search

Full Name	Global ID	Select
Doe, Anonymous	doe1a	Select 123456

Cancel

- then click on the maroon “Display Record(s)” box and all the cost centers where their name is listed will populate.

Cost Center Responsibility

Search Current Responsibilities in SAP by Person

To find all cost centers assigned to a person, click the magnifying glass to the Display Record(s) button for the results.

To request a name change for just one cost center, type the number in the

Person

Cost Center Number

- This will display all of the Cost Centers they have, whether they are the Person Responsible or the Admin Contact.

Cost Centers (22)

0000000 COST CENTER NAME		
Person Responsible	Admin Contact	Address
123456 Anonymous Doe	987654 Anon Doe	WA001

Below, choose to change either the Person Responsible or the Admin Contact (or both if required). You can also change an Address if necessary.

New Person Responsible

New Admin Contact

New Address

0000001 COST CENTER NAME		
Person Responsible	Admin Contact	Address

- To change either the Person Responsible or the Admin Contact’s name (or both), follow the four bulleted steps above (except click on the magnifying glass below either the “New Person Responsible” or the “New Admin Contact”,). If you do not know the new person’s personnel number, you can search by entering their “*Last, First*” name, or *Global ID*, instead of their number, and then when you click “Search”, that person’s name and personnel number will display.
- Once you have the new person’s name in the “New” field, you can replace that name in all records by just clicking the “Copy This Change To All” button beneath that first record, and the system will automatically fill in all the records. You may add a note in the Comments field (such as Person has left CMU), and then click the “Submit” button. This will send an email to our Department with the request for change. Copies of the request will also go to the person submitting the request, and all the people in the current/new Person Responsible and Admin Contact fields. After our office receives the request, it will be reviewed and if everything is appropriate and if there are no concerns, we will make the change.

8. If the change is made to all the records, but there are some that did not need the change, just go to those particular records and delete the new person's name out of the "New" field, and those records will not change.

The instructions also can be found at <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/accounting-services/cost-center-information/responsible-individuals-sap>