Realignment Process Information

a. Complete Request for Realignment Form

b. If realignment is a result of an official approved organizational change, attach a copy of the NIH 2500 Notification of Organization Change and the functional statement. This document will be used for the realignment authority.

c. For newly created admin codes, run report HE0045 to determine if the code is in Cap HR and the effective date. The request for realignment cannot be submitted for processing until the new Admin Code has been added to Cap HR. The POC for adding admin codes is Pamela Cery.

d. After newly created admin code is in Cap HR:

i. Request a staffing report from Cap HR for the Admin Code that is changing.

ii. Verify the correct employees are on the request for realignment by comparing the staffing report against the realignment request form.

iii. Include all vacant positions on the request for realignment

e. If realignment is a result of staff and positions moving within an IC without an official organizational change, attach the IC Approval document for staff movement. This document will be used for the realignment authority.

f. Submit the realignment request form and supporting documentation to Lori Gingell, PM Team Lead, for processing.