Organization of Interest – Changing the Payroll or Physical Addresses, Phone Number, and Organization Manager
(Rev. 9/15, Effective October 1, 2015)

The Organization of Interest application (OOI) is the official system of record for all organizations (commonly referred to as departments or units) at MSU. In addition to being the system used to manage and track organization change across the University, it also holds information for organizations such as payroll delivery and physical address, phone numbers, and organization manager.

It is important to note that updating the physical address and payroll delivery address or phone number in OOI will not update information on unit websites or in the online directories at search.msu.edu. To change information in MSU’s people search, please see https://www.hr.msu.edu/documents/supportstaffpolproc/changeaddr.htm.

To update organization addresses and phone numbers listed at search.msu.edu in the A-Z Index, please use the MSU Keywords Request Form located at https://contact.cl.msu.edu/request.php?service=keywordrequest.

Responsibilities

When an organization has a change in their physical or payroll delivery location, phone number, and/or organization manager, the unit is responsible for contacting the Office of Planning and Budgets (OPB) to request the information be updated in the OOI system. While these attributes also appear in KFS, they cannot be updated there, but must be updated through OOI. OOI interfaces with KFS and the changes will appear after the interface runs.

Approval is not needed to change these attributes.

Changing Payroll and/or Physical Addresses, Phone Number, and Organization Managers

The organization desiring to change any of the above attributes should send an e-mail to orgchng@msu.edu to request the change. To change an address or phone number, the e-mail should include the following:

- The 8-digit organization code(s) (the number starting with 100 or 400) and the corresponding organization name(s);
- The name of the new building and the street address, and room number and/or the new 10-digit phone number (including area code)

To change an organization manager, please include the following in the e-mail to OPB:

- 8-digit organization code(s) (the number starting with 100 or 400) and the corresponding organization name(s);
- The name and NetID of the new organization manager.

Time Frame and Timeline

Address, phone, and organization manager changes can be completed at any point during the year. Please allow up to one week for the change to be made in OOI. Units will be notified once the change is complete. Furthermore, please allow several days after the change has been made in OOI for it to be reflected across systems as they update over the following days.