**Appendix: HYPERION REQUEST “FORMS”**

These forms can also be found at the Office of Planning and Analysis webpage:

<http://www.utrgv.edu/planning-and-analysis> *(Click on “Services & Resources”, then “Hyperion”)*

1. Paste needed section into email
2. Send to **[Hyperion-Support@utrgv.edu](mailto:Hyperion-Support@utrgv.edu)**

|  |  |
| --- | --- |
| **Add Cost Center** | |
| Cost Center Title |  |
| Entity |  |
| Fund Group |  |
| NACUBO |  |
| Manager |  |
| Accounts required (revenues and expenses) |  |
| Project Value (if existing) |  |

|  |  |
| --- | --- |
| **Modify Cost Center** | |
| Cost center number: |  |
| Title (revised) |  |
| Entity (revised) |  |
| Manager (revised) |  |
| Accounts to add (revenues and expenses) |  |
| Other |  |

|  |  |
| --- | --- |
| **Add Position** | |
| Job Title |  |
| Category (Faculty, A&P, Classified) |  |
| Cost Center(s) |  |
| Employee Name (if filled) |  |
| Employee ID (if filled) |  |
| Tenure Status (if applicable) |  |

|  |  |
| --- | --- |
| **Modify Position** | |
| Position number: |  |
| Job Title (revised) |  |
| Cost Center(s) |  |
| Employee Name (if filled) |  |
| Employee ID (if filled) |  |
| Tenure Status (if applicable) |  |
| Other |  |