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| --- | --- |
| SNOW#: | Description: |
| Change Request Tracker #: |  |
| Requester/Institution/Date: | Date: |
| OneUSGConnect Analyst: |  |
| Module:  **Global Change?**  Yes Institution Specific | Employee Self Service Commitment Accounting  Human Resources Manager Self Service  Time & Labor Security  Ben Recon/Admin Payroll  Common Remitter Careers  Faculty Events Absence Management  Georgia*FIRST* Financials AU Financials |

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| Summary of Change Request: **What Is the Problem that You Are Trying to Solve? What is the impact it is creating at your institution?**  To be filled out by requester/institution |
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| **Options: To be filled out by OneUSG Connect Support** | |
| **Option 1** |  |
| Pros |  |
| Cons |  |
| **Option 2** |  |
| Pros |  |
| Cons |  |
| **Option 3** |  |
| Pros |  |
| Cons |  |
| Cross-functional Concerns & Impacts: **To be filled out by OneUSG Connect Support**  *Please identify any concerns/impacts that the proposed change or the Options above might present.* | |
| **Area** | **Description** |
| *Module-Specific Impacts* |  |
| *Change Management Impacts* |  |
| *Policy Impacts* |  |
| *Audit Risk* |  |

| Estimated Hours and Costs: **To be filled out by OneUSG Connect Support**  *\*\*Please document the number of functional and technical hours that will be required to implement the options presented.* | |
| --- | --- |
| **Funding Source** |  |
| **\*\*Functional** (spec development, testing, documentation, etc.) |  |
| **\*\*Technical** (development, unit testing, remediation) |  |
| **On-Going Maintenance** (If Needed) |  |
| **Change Management** (If Needed) |  |
| **Other** |  |

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| Recommendation: **To be filled out by OneUSG Connect Support**  **Configuration Customization Bolt-On Other: Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **OneUSG Connect Support Team Recommendation:** |