

Purpose

This document will provide an overview of the process on how new department requests are processed, how the University of Alberta uses deptIDs within the PeopleSoft applications, and provide an understanding of how deptIDs are managed and maintained.

Purpose of deptIDs

DeptIDs reflect the University's organizational hierarchy. DeptIDs are managed and maintained within the 3 PeopleSoft applications:

- Campus Solutions (CS)
- PS Financials
- Human Capital Management (HCM)

The HCM module is the module that contains the DeptID master record. New department requests are initiated in the HCM module. Any new departments and any changes to existing departments are made in HCM and then are immediately interfaced to CS and Financials to ensure the 3 applications are always in sync with each other.

DeptID for Chart of Accounts

DeptIDs are a representation of the University's organizational hierarchy and therefore represent levels of accountability and budgetary control. A deptID has ongoing activity (revenue and/or expenditure) and will have a corresponding budget plan, along with staff. To be considered for set up, a new department should have at least \$250,000 in annual revenue / expense transactions.

DeptIDs are used in Campus Solutions (CS), PS Financials and Human Capital Management (HCM) for 2 different purposes:

- Chart of Accounts (mainly PS Financials)
- Organizational Structure (mainly CS and HCM)

In Financials, deptID forms part of the Chart of Accounts, used to manage budget plans, revenue and expenditure. It is the main Chartfield at which financial reports are prepared.

In HCM and CS, deptIDs are used to manage people, and closely follow the organizational chart to represent the organizational structure. In HCM, the deptID forms part of the Job or Person of Interest (POI) record for a person and, in combination with the Department Security Tree, is used to control access and reporting relationships. Considering the sensitive nature of salary and personal information, ensuring appropriate security access is critical to the University.

In addition, HCM uses Department IDs to produce legislated reports such as Statistics Canada, Federal Contractors Reports, etc.

Attributes of a DeptID

All deptIDs must follow a specific structure to ensure consistency. It is important to understand the attributes of a deptID when requesting a new deptID or requesting changes to an existing deptID. Refer to the Guide to Financial Management for more information on department attributes.

Attribute	Description
DeptID	6 digit number manually assigned by the business area
Effective Date	Date the deptID was created or the date that changes were made to an existing deptID
Status	A - Active; I - Inactive
Short description	This field provides the College / VP portfolio the department belongs to along with the Faculty / Central unit. The field is 10 characters in length. Only valid values as listed in the Short Description table can be used. Refer to Appendix A for the short description values.
Department Name (DeptID Name)	This is the main name provided to the department by the requestor. It will be the name is reflected in financial reports for both n-Vision and Tableau. This field is 30 characters in length and can be alpha-numeric. Refer to the section regarding Naming Convention Standards within this document for appropriate abbreviations.
Long Name	This name is reflected on some HCM reports and other HR related applications. This information is used only in the HCM module and not any of the other modules. The field is 100 characters in length.
Budget Owner (Manager ID)	The employee must be active as of the Effective Date. Manager ID identifies the budget owner (e.g. Dean, Chair, Director)
Manager Name	Name of the employee identified in the Manager ID

Effective Date

To preserve historical data PeopleSoft uses effective dates. The effective date for all NEW Department requests will be April 1 of the current fiscal year. For any changes made during the fiscal year the revised effective date will be the first day of the month that the request was made. For example, for a request received on June 15, the effective date will be June 1 of the current fiscal year. For items that a change can be requested for, refer to the [Change DeptID](#) request form in the Forms Cabinet.

DeptID Short Description Naming Convention:

Refer to the short description table in [Appendix A](#). This table contains the abbreviations for all major units on campus.

Long Name

The Long Name field is used to expand on the Department Name field. This field allows for a description that is 100 characters including spaces. This name appears on some HCM Reports and can be used in other HR applications. This name does not appear in either PS Financials or CS modules.

Manager ID (Budget Owner)

The Manager ID field identifies the budget owner of the deptID by their Employee ID (also referred to as EMPLID). There are several uses for this field.

In Financials, Manager ID identifies the budget owner and is also used for one over one workflow approvals.

In HCM, the Manager ID is used as a backup approval for Time and Labour. Approvals are first routed to an employee's Supervisor, but in cases where the supervisor is no longer active, the approval is routed to the Department Manager.

In HCM deptIDs are also used for organizational purposes, and employees may be paid by different departments. The routing will follow the Organizational Department on the Job record, not the financial record.

Important!

The Manager ID must be an active Employee as of the effective date of the deptID otherwise the request will be rejected by the system.

When setting up a new deptID, the effective date is April 1 of the fiscal year. If the Budget Owner started employment on May 1, you must assign another person who was active from April 1 - April 30 to be the Manager. Then a change would be submitted effective May 1, with the New Employee as the budget owner.

DeptID Naming Convention and Practices

Naming deptIDs/faculties consistently, logically and in a standardized way will remove ambiguity and or duplicates across systems. Naming conventions mainly facilitate better identification/recognition, and also lend to meaningful descriptions on reports.

A common set of rules and standards have been created and apply to the naming of deptIDs/faculties for all University units, whether they are administrative or academic units.

The regular description field is only 30 characters in length so some thought needs to go into coming up with a descriptive department name that uses these characters efficiently and effectively. Also, the name needs to be clear enough that any user of the system should be able to obtain some understanding of what the department is. The description must start with a department/faculty code. The Department/faculty Code is a 2-4 character code that is selected by the department. Listed in uppercase, abbreviated 2-4 characters.



Examples:

<u>Name</u>	<u>Faculty Code</u>	<u>Name</u>	<u>Faculty Code</u>
College of Social Sciences and Humanities	CSSH	Augustana	AUG
Arts	ART	Campus Saint-Jean	CSJ
Business	BUS	Native Studies	NS
Education	EDU	President	PRES
Law	LAW	Provost & VP (Academic)	VPA
College of Health Sciences	CHS	Office of the Registrar	RO
Kinesiology, Sport, and Recreation	KSR	Library and Museums	LM
Medicine & Dentistry	MED	Student Services	SS
Nursing	NU	University AB International	UAI
Pharmacy & Pharmaceutical Sciences	PHAR	Graduate & Postdoctoral Studies	GPS
Public Health	PH	Student Recruitment	SR
Rehabilitation Medicine	REHAB	VP (University Services, Operations and Finance)	USOF
College of Natural + Applied Sciences	CNAS	Shared Services	SS
Agricultural Life & Environmental Sci	ALES	Human Resources, Health, Safety and Environment	HRHSE
Engineering	ENG	Information Services & Tech	IST
Science	SCI	VP (External Relations Relations)	VER
		VP (Research and Innovation)	VPRI

To ensure consistency in the data in the description field here are some best practices to follow when naming new departments.

- Where feasible, spell out complete words.
- Capitalize the first letter of each word, except for minor words like 'of' 'or' 'and' etc.
- Use lower case letters for the rest of each word.

Examples:

Department of Sociology	School of Business	Human Resource Services
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- If there is enough room, leave a space between each word. If extra characters are needed it is ok though to not have a space (refer to example below).

Examples:

DepartmentofSociology	SchoolofMechanical Engineering	HumanResource Services
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- Do not use any punctuation. This is not required and just uses character space.
- Use standard abbreviations as provided below. Please do not abbreviate anything that is not on the list below without first consulting with Financial Reporting. If required, Financial Reporting will add the new abbreviation to the list below to ensure consistency across campus.

Standard Abbreviations			
<u>Word</u>	<u>Abbreviation</u>	<u>Word</u>	<u>Abbreviation</u>
Division	Div	Centre / Center	Ctr
Research	Rsch	Institute	Inst
Alberta	AB	Management	Mgmt
Services	Serv	Administration	Admin
Laboratory	Lab	Engineering	Eng
Education	Educ	Program	Prog
Project	Proj	Graduate	Grad
Technology / ies	Tech	Development	Dev
Budget / Budgeted	Bud	Pathology	Path
Diagnostic	Diag	Finance / Financial	Fin
Performance	Perf	Study / Studies	Stdy
Student	Stud	Canada	Cda
Canadian	Cdn	Corporate	Corp
Environment	Envir	Scholarship	Schp
Initiative	Init	Labour	Lbr
Library	Lib	University	Univ
Faculty	Fac	Information	Info
Medicine / Medical	Med	Business	Bus
Nursing	Nur	Rehabilitation	Rehab
Office	Off	Other	Oth
School	Sch	United States of America	US

DeptID Security

HCM uses security levels to ensure that sensitive employee information such as salaries, social insurance numbers, birthdates and other demographic and job data is secure. This is accomplished through the Department Security Tree.

Each deptID is added to the Department Security Tree and must fall under an existing deptID called the parent deptID. By default the parent deptID will have access to view employees in any deptID below them, commonly known as child deptIDs. If a deptID is not in the tree, employees in the department will not be visible to anyone.

Note: HCM users may have access to one or more deptID levels and, by default, the associated child deptIDs. For this reason, security and access should be carefully considered when selecting a parent deptID to where the new deptID will be attached.

DeptID Request Approvals

Senior Finance Partners (SFP) from Faculties and Central Services Units are authorized to request a new deptID, Change deptID or Inactivate a deptID.

Financial Reporting (FR) will review and approve any request by the SFP and if approved the forms will be sent to HRS for further action. If FR has any questions, they will contact the SFP.

Information Services and Technology (IST) will review and complete the form for the IST input fields and add to PeopleSoft. If IST has any questions, they will contact the SFP directly.

IST will create new departments in HCM, which will sync to PS Financials and CS. In addition IST will make any Department Security Tree changes. IST will notify PS Financials, HCM and CS. At this point, FR will add new departments to Financials Department Trees (e.g. COA_DEPT_DETAIL).

New deptIDs or changes to deptIDs will be processed within 10 business days. FR or HRS will contact the SFP if this deadline cannot be met.

Contact Information

For questions regarding this document, contact your HR Partner Contact:

<http://www.hrs.ualberta.ca/FindYourHRContact.aspx>

For further information on Financials deptID, refer to Guide Chapter 4: Chart of Accounts (COA):

<http://www.financial.ualberta.ca/GuideToFinancialManagement.aspx>

The COA deptID forms can be found on Financial Services Forms Cabinet:

<http://www.financial.ualberta.ca/FormsCabinet.aspx>

Appendix A

DeptID Short Description Naming Convention

Example: The short description for 100100 ALES Dean's Office will be AALE

A - College of Natural & Applied Sciences

ALE - Faculty Agricultural Life & Environmental Sciences

<u>Name</u>	<u>Code</u>
College of Natural + Applied Sciences	A
Agricultural Life & Environmental Sci	ALE
Engineering	ENG
Science	SCI
College of Health Sciences	B
Kinesiology, Sport, and Recreation	KSR
Medicine & Dentistry	MED
Nursing	NUR
Pharmacy & Pharmaceutical Sciences	PHA
Public Health	SPH
Rehabilitation Medicine	RMD
College of Social Sciences and Humanities	C
Arts	ART
Business	BUS
Education	EDU
Law	LAW
Stand Alone	D
Augustana	AUG
Campus Saint-Jean	CSJ
Native Studies	NTS
Graduate & Postdoctoral Studies	GPS
President/Governance	E
President's Office	PRE
Governance	GOV
General Counsel	GCS
Provost & VP (Academic)	F



<u>Name</u>	<u>Code</u>
Office of the Provost and Vice President Academic	OPA
Office of the Dean College of Social Sciences and Humanities	SSO
Office of the Dean College of Health Sciences	HSO
Office of the Dean College of Natural and Applied Sciences	NSO
Centre for Teaching and Learning	CTL
Dean of Graduate Studies and Research	GSR
Dean of Students	DOS
Equity, Diversity and Inclusivity	EDI
Faculty Relations	FRL
Health Sciences Council	HSC
Helping Individuals at Risk	HIR
Indigenous Programming and Research	IPR
University of Alberta International	UAI
Leadership Development	LDV
Libraries and Museums	LAM
Office for Safe Disclosure and Human Rights	SHR
Performance, Analytics and Institutional Research	PAR
Academic Programs	APG
University Registrar	REG
Learning Initiatives	LIN
VP (Research and Innovation)	G
Office of the Vice President Research and Innovation	ORI
Research Services	RES
Research Ethics	REE
Innovation and Commercialization	RIC
Research Partnerships	REP
VP (External Relations Relations)	H



<u>Name</u>	<u>Code</u>
Office of the Vice President External Relations	OER
Development and Alumni Relations	DAR
Office of the Vice President Community Relations	GCR
Office of the Vice President Strategic Initiatives	IMS
Marketing	MKG
Office of the Vice President Strategic Communications	SCM
Office of the Vice President Partnerships Office	SPO
VP (University Services, Operations and Finance)	J
Office of the Vice President University Services and Finance	OSF
Finance, Procurement and Planning	FPP
Health, Safety and Environment	HSE
Internal Audit and Risk Management	IRM
Information, Service and Technology	IST
Shared Services	SHS
Office of the Vice President Facilities and Operations	OFO
Office of the Vice President Management and Operations	AMO
Office of the Vice President Management and Operations	CPS
Office of the Vice President Development and Partnerships	PDP
Support and Recreation Services	SRS
Utilities	UTL