

Organizational Unit -- Creation -- Maintenance -- Delimit Form

Information and signature must be provided by the appropriate Fiscal Administrator and approver

Purdue University
OCM VP Human Resources

Instructions: Please Contact hroperhelp@purdue.edu as necessary for assistance with completing any parts of this form.

- Use Table 1 to create or change the basic attributes and relations regarding SAP Organizational Unit s.
- Use Table 2 to delimit existing SAP Organizational Units
- Use Table 3 to create or change secondary relationships for SAP Organizational Units.

Table 1. Create a new organizational unit, or change the basic attributes and relationships of an existing organizational unit.

Master Data Element	Effective Date mm/dd/yyyy	Current or Initial Value	Changed Value (NA when creating a new Org Unit Use only when making changes to existing Org Units.)
Org Unit ID**			
Short Name (12 Char max)			
Long Name (40 Char max)			
Supervising Org Unit ID A 002			
Cost Center A 011			
Chief Position ID (& Chief Name B 012)			

**SAP will assign the Org Unit ID when a new org unit is created.

Table 2. Delimit an existing organizational unit. (Note: SAP requires that positions within an org unit be delimited prior to delimiting the org unit.)

Org Unit Delimit Date (mm/dd/yyyy/)	Org Unit ID	Org Unit Long Name

Table 3. Assign or change secondary organizational unit relationships.

Master Data Relationship	Effective Date mm/dd/yyyy	Current or Initial Value	Changed Value (NA when creating a new Org Unit Use only when making changes to existing Org Unit Relationships.)
Faculty AAP Name A Z10			
CIP Name A Z13			
OIE Group Name A Z08			
HR Group Name A Z12			
BA School Group Name A Z16			
BA Cluster Group Name A Z17			
IPEDS Grad Rpt Code A Z24			

Department Approver Signature

Department Approver (Printed Name)

Date

Form Prepared by (Printed Name)

Date

phone number

For background on [Org Unit Business Processes](#) click the underscored text

For Instructions to [Create/Modify Cost Center and Fund Center](#) click the underscored text

Please return completed form to HR Operations, VP for HR, FREH

Form Date Jan 2017

Description _____ PPOME _____ COMM Email _____ B@P _____