OnePurdue Initiative

Concepts of Organizational Management and Enterprise Structure

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HR Concepts Overview

- The OnePurdue system will introduce new concepts and terminology to clients.
- Clients are eager to learn about the new concepts.
- The HR team will be hosting a series of presentations to help future users of the system learn new concepts and terminology before attending formal training sessions.
HR Concepts Overview

- The presentations are strictly an overview of new terminology and concepts.
- The presentations do not replace formal classroom training.
- The presentations will not fully detail the new business processes.
- The presenters will focus strictly on the session topic.
- Questions related to future presentations will be deferred to the future session.
Scheduled Presentations

- May 18, 2006: Concepts of Organizational Management Objects and Enterprise Structure
- June 1, 2006: Concepts of Personnel Administration
- June 15, 2006: Concepts of Concurrent Employment
- June 29, 2006: Concepts of Time & Leave Management
- July 20, 2006: Concepts of Payroll
Let’s Get Started

- Today, we’re discussing Concepts of Organizational Management and Enterprise Structure.
What is Organizational Management?

- Organizational Management creates a structure that illustrates:
  - **WHAT** departments or organizational units exist at Purdue
  - **WHAT** positions are linked to the organizational units
  - **WHAT** jobs and job attributes are linked to the positions
  - **WHAT** position an employee holds
Objects in Organizational Management

- Concept that each element in an organization represents a stand-alone object with individual characteristics.

- The objects are created and maintained separately, then linked together through relationships to form a structure.

- The structure provides enhanced reporting and human resource forecasting capabilities.
Object Oriented Design

**Objects**
- Organizational Management is based on organizational objects

**Relationships**
- There are relationships between these objects

**Characteristics**
- Objects may also have additional characteristics

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Basic OM Building Blocks

There are five basic object types; each has its own object type key.

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Organizational Units (O)

- Organizational units describe the different business areas within the University.
- Organizational units may be created and linked to one another within the system to form a hierarchical structure of the organization.
- The structure may be used to create an organizational plan.
Organizational Units (O)

- Organizational units provide the structure to which positions will be linked.
- A position may be linked to only one organizational unit.
- An organizational unit may incorporate multiple positions.
Organizational Units Relationships

- Within the Organizational Management module, relationships are established between objects.
- The relationships between objects can be reciprocal or in only one direction.
- Relationships between standard objects are pre-defined and should not be changed.
Organizational Unit Relationships

- Organizational unit relationships include the following:
  - Org Unit to Org Unit
  - Org Unit to Position
  - Org Unit to CIP Code
  - Org Unit to Faculty POC Code
  - Org Unit to Personnel Org Code
  - Org Unit to Affirmative Action Org Code
  - Org Unit to BA School Org Code
  - Org Unit to BA Cluster Org Code
  - Org Unit to Cost Center
Cost Centers (K)

- Cost Centers are maintained in Financial Accounting.
- Each org unit will have a relationship to a cost center.
- The org unit will have either a master cost center assigned or will inherit a master cost center from the supervising org unit.
Org Units & Cost Centers

- The master Cost Center, in combination with a fund, will be used as the default payroll account for the Org Unit.

- The master Cost Center will ONLY be used if the cost distribution data for an employee is invalid at the time of payroll posting.
Org Units & Cost Centers

- The master Cost Center for the Organizational Unit will also be used during the annual budget process.
- The master Cost Center will be used to extract employees into the appropriate budgeting groups.
Org Unit Conversion

- All HR Organizational Units will be converted to support the Financial go-live in October 2006.
- At conversion, the OnePurdue team will convert both the traditional departments as well as the projects established in each department.
- Positions will only be converted into the traditional departments.
Organizational Units

- Let’s look at a sample organizational structure in the new system.
Jobs (C)

- Jobs are general classifications or groupings for sets of tasks or functions an employee must perform.
- Clerical, Service, and A/P jobs are defined by Job Interest Codes (JIC) and JIC Titles.
- Jobs for other staff groups will have newly defined codes.
Job Relationships

- Job relationships include the following:
  - Job to Title
  - Job to Position
  - Job to Exemption Status
  - Job to EEO Code
  - Job to AAP code
  - Job to Pay Grade
  - Job to Workers’ Comp Code
  - Job to Job Group
  - Job to Job Family
  - Job to Staff Group
  - Job to Census Code
  - Job to Budget Group Code
  - Job to Budget Staff Group
Job Relationships

- All positions linked to a job will inherit all of the relationships linked to the job.
- The relationships will facilitate reporting and analysis.
Positions (S)

- Positions are specific instances of jobs in organizational units.
- Positions are held by persons.
Positions (S)

- Positions must exist in the appropriate organizational units before employees can hold the position.

- All employees, even undergraduate students and faculty, must have positions established *before* personnel actions can take place.
Management of Positions

- In the new system, we will manage positions as follows:
  - One-to-One Positions
  - Grouped Positions
1-1 Positions

- Only one employee will hold the position.
- The position title will be unique to the position.
- 1-1 positions will allow position-to-position reporting relationships, thus facilitating future workflow.
- Clerical, Service, Admin/Professional, and Tenured/Tenure Track Faculty positions will be managed as 1-1 positions.
Grouped Positions

- Multiple employees will hold the same position.
- The position title will be defaulted from the job title. No capability to provide a unique title for the employee.
- Undergraduate students, graduate students, limited term lecturers, etc. will hold grouped positions.
Chief Positions

- Positions designated as “chiefs” will be granted Manager Self Service authorization through the portal.
- Chiefs will be able to display data about all the employees in their organizational unit.
- Only one chief per organizational unit is permitted.
In case you’re wondering…

- We will no longer have an “intelligent” position code.
- Various fields in the new system will contain the data we used to find in the position code. Examples:
  - Job will define faculty rank
  - Pay grade will define position level
  - Tenure will be captured on a Faculty infotype
  - Employee Subgroup will define the term of appointment.
New Significance for Positions

- Positions will carry Enterprise and Personnel Structure values.
- These structure values are used extensively in payroll, time, and benefit processing rules.
- We’ll review Enterprise and Personnel Structure values later in this presentation.
Positions

- Let’s look at positions in the new system.
Persons (P)

- Persons are objects that hold positions within the organizational structure.
- In other words, persons are the employees in each organizational unit.
- Persons are linked to the organizational structure via their assignment to a position.
- Information for persons is maintained in the Personnel Administration modules of the system.
Organizational Management Roles

- **Org Management Processor**: Create, display, change, delete data related to jobs and positions. Basic reporting capabilities.

- **HR Compensation Analyst**: Create, display, change, delete data related to jobs and positions. Enhanced reporting capabilities.

- **Organizational Structure Analyst**: Create, display, change, delete data related to organizational units. Enhanced reporting capabilities. Configuration capabilities.
Enterprise Structure

- Next, we’ll spend a few minutes discussing Enterprise Structure.
Enterprise Structure

- In the new system, certain values are stored in the system that are critical to HR and Payroll processing.

- In this section of the presentation, we will discuss the following key structures:
  - Enterprise Structures
  - Personnel Structures
Subdivision of Employees

- Enterprise and Personnel structures provide the means to subdivide employees into unique groups for payroll, time, and benefit processing purposes.

- The structure values are initially established on the position and may be defaulted or changed when assigning an employee to a position.
The Significance of Enterprise & Personnel Structures

- The structure values are used extensively in payroll, time, and benefit processing rules.

- The structure values are used extensively by financial components of the new system.
Structure Values Stored on Positions

- Enterprise and Personnel structure values are stored on positions.
- When positions are created by the HR Compensation Analyst, the appropriate structure values will be selected and stored for the position.
Employee Assignments

- At the time that an employee is assigned to a position, the employee will inherit the structure values from the position.

- The values will default or drive the following information for the employee:
  - Payroll area assignment
  - Eligibility for accruals (vacation, sick leave, etc.)
  - Eligibility for specific wage types (salary, hourly, administrative adjustment, etc.)
  - Benefit program groupings
  - GL account assignment for payroll postings
  - Recurring base budget assignment & tracking
Changing Defaulted Values

- If the values defaulted from the position are incorrect, the structure values may be changed on Infotype 0001, Organizational Assignment.

- Especially with concurrently employed staff, the structure values will require careful oversight!
Enterprise Structure Overview

- The Enterprise Structure is made up of the following elements:
  - Client
  - Company Code
  - Personnel Area
  - Personnel Subarea
Client

- The client is an independent unit of the system.
- It is represented by a three character alphanumeric code.
- Ex: Client 100 is the productive client, Client 200 is the test client, etc.
Company Code

- The company code is the highest level of the enterprise structure within the client.
- It represents an independent company.
- The company code is established in the financial modules of the new system.
- The University has only one company code: PUR
Personnel Area

- The personnel area represents a subdivision of the company code.
- The University has established the following personnel areas:
  - Calumet
  - IPFW
  - North Central
  - West Lafayette
  - IUPUI
Personnel Subarea (PSA)

- The PSA represents a subdivision of the personnel area.
- Within each personnel area, the University has a variety of employees. The PSA will be used to create the following subdivisions of employees:
  - Pay with Benefits
  - Pay without Benefits
  - Non Pay with Benefits
  - Non Pay without Benefits
Overview of the Personnel Structure

- The Personnel Structure is made up of the following elements:
  - Employee Group
  - Employee Subgroup
Employee Group (EG)

- The employee group is used to classify employees into specific groups that require unique processing for pay, time, and benefits.
- B&FP will use employee groups to facilitate management of the recurring base budgets.
- GL accounts for financial postings will be derived from a combination of employee groups and wage types.
Employee Group (cont.)

- The employee group will generate defaulted values for the employee.
  - Payroll area
  - Benefit groupings
  - Accrual eligibility

- The employee group can be used for reporting purposes or as a criteria for business rules.
Employee Subgroup (ESG)

- The Employee Subgroup (ESG) is used to create subdivisions within the employee group.
- The University will use the ESG to subdivide employee groups into the following categories:
  - Exempt versus Non-Exempt
  - 9, 10, 11, 12 month appointment
  - FY, AY, Biweekly, or Non-Pay
Conversion of Enterprise & Personnel Structures

- As employees are converted into positions in the new system, the appropriate enterprise and personnel structure values must be assigned.
- The following slides discuss general conversion practices.
Converting Personnel Area

- Personnel area = campus location.
- Conversion routines will determine the department/campus in which the position resides and establish the appropriate personnel area.
Converting Personnel Subarea

- Personnel subarea = Pay with or without Benefits, Non Pay with or without Benefits.

- The conversion routines will use a combination of data from Beneflex and Payroll to determine the appropriate personnel subarea for the position.
Converting Employee Group

- Employee group will be converted using a mapping between the existing position code and the employee groups.
- Some employee groups (ex: Residence Hall Counselors) will require careful oversight since the position code is not unique.
Converting Employee Subgroup

- Employee subgroup will be converted by matching the current exemption status and term of appointment to the appropriate employee subgroup.
- All exempt positions containing a “10” in the position code will be converted to the 9 Month AY Exempt subgroup.
- All exempt positions containing a “12” in the position code will be converted to the 12 Month FY Exempt subgroup.
- After initial conversion, we will migrate appropriate positions to the 9, 10, or 11 Month FY Exempt subgroups.
Maintenance of Enterprise & Personnel Structures

- The structures are the backbone of HR and Payroll processing.
- The structures, although used by financial modules in several instances, are owned by Human Resources.
- HR will need to maintain appropriate control and vigilance over the use of the structure.
Changes to Enterprise & Personnel Structures

- Structures are used extensively in processing rules for payroll, time, and benefits.

- Any changes to structures will require significant planning and work.
  - Rewrite system rules.
  - Modify positions and/or employee assignments.
  - Modify payroll posting rules.
  - Modify recurring base rules.

- Grandfathering specific employees for special processing will become extremely difficult.
Enterprise & Personnel Structures

- Let’s look at the structure values stored on positions and assignments.
Resources

- To learn more about Enterprise and Personnel Structures, click to the following URL:

  http://www.onepurdue.purdue.edu/resources/onepurdue_hr_concepts_education_datalinks.shtml
Questions?
Evaluation of Session

An evaluation form is available at the following URL:

http://www.onepurdue.purdue.edu/resources/onepurdue_hr_concepts_education_datalinks.shtml

Please take a few minutes to complete the evaluation form and provide feedback about the session.

Your feedback will be used to improve future Concepts sessions.

Thank you for participating!