Procedure For Requesting Changes To Oracle Organizational Unit Codes

When a new UAB organizational unit is created, this document outlines the procedures for making the request to add that organizational unit to the Oracle coding structure.

The "department" level and above are reserved for true organizational units of UAB. However, the "division" and "subdivision" levels may contain both true organizational units of UAB and informal workgroups.

All requests for the establishment of new organizational units in Oracle, whether for HR or for FIN application purposes, should be submitted according to these procedures. Each such request should be made on the official form prescribed by UAB Financial Affairs, available below for printing off the web. The completed form should be submitted to Michael Wesley Pierce in UAB Financial Affairs (Fax 975-9746) if it is for a non-Hospital organizational unit, or to Sheila Luther in Hospital Financial Management (Fax 975-6093) if it is for a Hospital organizational unit.

Each proposed organizational unit must be approved in writing by the applicable administrator prior to its creation in Oracle:

- If within a school, by the applicable Dean (or his/her designee)
- If within Provost General, by the Provost (or his/her designee)
- If within the Hospital, by the Executive Director of the Hospital (or his/her designee)
- If within Central Administration or Institutional, by the applicable Executive level (for these purposes, the Vice President for Financial Affairs & Administration will deal with units which report directly to the President) (or his/her designee)
- If an agency entity, by Stephanie B. Mullins, the designated Asst VP for Financial Affairs and only after a contract has been properly executed between UAB and the agency entity.

As part of the official request to create a new organizational unit, each organizational unit must be officially identified as being one of the following:

- an academic unit (meaning that faculty can have primary faculty appointments to that unit; if department level or above, UA Board resolution required; if division level or subdivision level, can only be academic if it reports directly to an academic unit);
- an official Center (UA Board resolution required);
- a Hospital unit;
- an Auxiliary Enterprise unit;
- a Central Administration unit;
- a non-UAB entity (subject to a legal agency agreement; contact Stephanie B. Mullins (smullins@uab.edu) in the Assoc VP Financial Affairs Office to obtain a standard UAB agency fund contract before proceeding); or
- "Other" (i.e. not one of the other classifications).