MSU ORGANIZATION CHANGE POLICY

Overview of New Organization Application

The Organization of Interest (OOI) application replaces the D03/Common Unit Code system and is the system of record for university organizations (Orgs). In addition to providing Organization Codes for university units, the OOI system provides the ability to create many relationships between those units and different organizational structures. It also allows for the creation of both university-defined orgs (U1s), and orgs defined by units (sub-orgs).

In the new OOI system, the two-character MAU codes (Major Administrative Units) and the three-character department codes from the legacy Common Unit Code system become attributes of the eight-character Organization Code (Org Code). This Org Code is used within the EBS Finance and HR/Payroll systems. The attributes of the Org Code within the OOI system allow for more aggregate and detail reporting in either the Finance or HR/Payroll system. OOI provides MSU the ability for MAUs to organizationally express themselves with greater granularity than the legacy D03 application. Prior to OOI, organizational definitions were limited to university-defined orgs or higher. OOI provides functionality for sub-orgs or orgs below the university defined level.

MSU Organization Change Policy

- The business owner of the OOI system is the Office of Planning and Budgets.
- Changes to orgs at or above the level of a U1 (unit) must have the approval of the appropriate executive manager. For academic colleges/MAUs, the President or Provost must provide approval for all org changes other than address, unit administrator, and department phone number. For non-academic MAUs, the President or Executive Vice President for Administrative Services must provide such approval.
- The creation of new orgs at or above the level of a U1, the movement of existing orgs from one MAU to another, the inactivation of existing orgs, the merging of two or more existing orgs or the splitting of an existing org into two or more orgs requires executive management approval.
- MAUs who desire to create units below the university-defined level (sub-orgs) can initiate those requests by contacting the Org Planning Group (email EBSP.OOI.Workgroup@campusad.msu.edu).
The Org Planning Group is composed of representatives familiar with OOI, Kuali Financial System (KFS), HR/Payroll System (SAP), Capital Assets Management (CAM), and Security, and will guide and assist the MAU with the org change as it is incorporated into the various university systems.

MAUs requesting any org changes (either above or below the university-defined level) are required to meet with the Org Planning Group.

For more information on Organization Changes click the link below to access EBS Support Pages

Additional Reference Information about Organization of Interest Changes