Organization of Interest (OOI) - Overview/Definitions
(June 2011, Rev. February 2018)

OOI (Organization of Interest) is the organization management system for the institution. It is the official repository for organizations and attributes of those organizations (orgs) such as names, addresses, org managers, etc. OOI also makes org data available to other university business systems through controlled interfaces (Kuali Financial System (KFS), HR/Payroll (SAP), and Research Administration/Kuali Coeus (KC)). OOI also provides limited org data to the university legacy systems of SIS (Student Information System) and D03/Common Unit Code (CUC) System.

OOI is not an organizational chart or tree view detailing where people report but instead provides information on where university orgs or units report within the business systems. At go-live in 2011 for OOI, KFS, and SAP, eight character organization codes were assigned to all orgs as the identifier. The components of the legacy Common Unit Code (two character Major Administrative Unit - MAU codes and the three character Department codes) became attributes of the eight character org code. Since the MAU and department codes are now attributes, the ability to see where a particular organization reports by looking at the org code does not exist.

The Common Unit Code (CUC) is still used for the purposes of legacy systems, but the online CUC lookup page should only be used to verify whether a particular organization exists or has ever existed.

Commonly Used Terms
- Organization of Interest (OOI) - The system that replaces the D03/CUC system and maintains university organizations (orgs) and organizational relationships. OOI provides a method for creating various relationships between organizational entities. OOI allows for the creation of sub-orgs below the U1 level to be used for the purposes of workflow or for accounting needs.

- Org Levels - The primary organizational levels are: University, Campus, Vice President (VP), Major Administrative Unit (MAU), Department (DP), Unit Level 1 (U1), and Unit Level 2 (U2). The system was designed to allow subunits to the U7 level, but any level below a U2 has not been tested at this time.
  - Vice President (VP) - This level in OOI reflects where MAUs report in the various organizational relationships. The President as well as the Provost and EVP for Administrative Services all have a level on the VP line. This level is not currently used for university workflow.
  - Major Administrative Unit (MAU) - This level represents a grouping of organizational units for administrative purposes and may be academic or non-academic. An organizational unit can belong to more than one MAU and is then referred to as a jointly-administered unit. MAUs usually have one administrator who oversees the operations of all organizational units comprising the MAU.
  - Department (DP) - For administrative purposes within OOI only, a DP is composed of one or more U1s each of which may also be a part of another MAU (i.e., Biochemistry and Molecular Biology). DPs usually have one administrator overseeing the operations of all orgs comprising the DP.
- Unit Level 1 (U1) - U1 level orgs report up to an MAU in the business systems and are the lowest officially university recognized unit. In the D03/Common Unit Code system, these units were represented by CUCs.

- Unit Level 2 (U2) and below - Represents an organization that is created underneath a U1 for the purposes of workflow, accounting, or internal reporting. An org at the U2 level or below cannot be jointly administered. **Please note:** all positions, accounts, roles, etc. must reside at the lowest level possible. Therefore, if U2s are created under a U1 level org, all activity, including assets, accounts, positions, postings, and security roles must be moved to the U2 level and the U1 left vacant.

Legacy systems (SIS and D03) do not allow the concept of U2s or lower level orgs in their applications. The D03/Common Unit Code system only accepts CUCs at the U1 level. In SIS, courses and majors remain at the U1 level. Therefore various other systems on campus may continue to report data at the U1 level depending on their reporting needs.

- **Organization Code (Org Code)** - a unique eight character code, beginning with either 100* or 4* representing an organizational unit. Orgs created in OOI do not have sight logic in the org code and should not be used to determine where an org reports to. An org maintains its org code for its entire life and the org code will not change if an org moves from one MAU to another. Therefore, use of sight logic for org reporting identification is discouraged. Org codes are not repeated. They are unique to each specific org.

- **Organization Structures (org structures)** - OOI provides views of the university’s organizations in various ‘structures’. These structures only represent how various organizations report to one another in specific business systems or reports (i.e. workflow). The key structures are:
  - HR - The HR structure reflects how various units are reflected in the university’s HR system, SAP.
  - FS - The Finance structure reflects how various units are reflected in the university’s Finance system, KFS.
  - Lead - The Lead structure groups jointly administered U1 level orgs by department and MAU that has primary oversight of the department.
  - History - The History structure helps facilitate longitudinal reporting by allowing inactive units to “report” to an active unit, particularly if the majority of an inactive unit was consumed by a currently active unit.
  - D03 - This structure feeds various legacy systems, such as the Common Unit Code (CUC) system and lookup and the Student Information System (SIS).

- **Organization Structure Code (Org Struct Code)** - fifteen character code composed of reference codes for the org. It is specific to a unit within a particular org structure. The same department could have different Org Structure Codes in different structures. The Org Struct Code will change when a units moves from one MAU to another to reflect the updated position within the University. The 15 character code is represented thusly:
For a jointly administered unit such as Biochemistry and Molecular Biology (BMB), the codes are as follows:

- Biochemistry in the College of Natural Science, the org structure code is: 11P320981000000. This means:
  - 1-System (MSU)
  - 1-Campus (East Lansing)
  - P-Vice President (Provost)
  - 32-MAU (College of Natural Science)
  - 098-Department (Biochemistry)
  - 1-U1 (Biochemistry CNS), the first one assigned as part of a jointly administered unit or the only one for a non-jointly administered unit

- For Biochemistry in the College of Human Medicine, the org structure code is: 11P220982000000

- For IT Services Security, which is not a jointly administered unit, the org structure code is 11F47A2110000000. This means:
  - 1-System (MSU)
  - 1-Campus (East Lansing)
  - F-Vice President (EVPAS)
  - 47-MAU (IT Services)
  - A21-Department (IT Services Security)
  - 1-U1 (IT Services Security)

- For a U2 level org, such as REHS Facilities, the org structure code is: 11F7894316000000. This means:
  - 1-System (MSU)
  - 1-Campus (East Lansing)
  - F-Vice President (EVPAS)
  - 78-MAU (Residential and Hospitality Services)
  - 943-Department (Residence Education and Housing Services Admin)
  - 1-U1 (Residence Education and Housing Services Admin)
  - 6-U2 (REHS Facilities) – the 6th U2 created under the U1