

Department Code Overview

The Department Code (DepCode) is a randomly assigned, six-digit numerical code that allows the campus to:

- Identify organizational structure, ownership, and responsibility
- Generate reports
- Track assets
- Allow access to on-line systems
- Identify home departments

In the Account/Fund Profile (AFP) System, DepCode is an attribute for DPA, Fund, Program Code, and NCA that indicates ownership.

Department Code Requests

New Department Codes and Department Code changes are processed as follows:

- **New DepCodes:** Because of the enormous complexity associated with adding, discontinuing, or re-enabling Department Codes, all requests for a new DepCode must be submitted to and approved by the Control Points. (See the AFP and Department System Overview for a list of Control Points.)
- **Change to Parent Reporting:** Same as above.
- **Change in other DepCode attributes or Department Role Assignment:** The Department Head or Business Officer can request a change in the roles. When someone assigned to one of the DepCode roles leaves the University, notification is sent to the department to change the role. It is very important that departments regularly review role assignments, which are available in WebLinks.

Department Code Attributes

Field Name	Type	Length	Description
Department Code	AN	06	Department number
Department Name	AN	30	Department title or description
Functional Roles			
Functional Code	AN	03	<p>Each DepCode has a set of Role Responsibilities, which allow access to systems, information, and campus notifications. Only UCSF employees may be assigned to a role. Neither consultants nor temporary people may be assigned DepCode roles.</p> <p>Access Administrator (AA), Computer Support Coordinator (CSC), and Equipment Custodian (EQC) may have multiple people assigned to the role. Current department roles are:</p> <p>AA Access Administrator</p> <ul style="list-style-type: none"> ▪ Person(s) designated by the Department Head to grant access to administrative systems (e.g., OLPPS, Oracle, and WebLinks) <p>BUS Business Officer</p> <ul style="list-style-type: none"> ▪ Chief Financial Person (traditionally referred to as the MSO)

Field Name	Type	Length	Description
			<p>CSC Computer Support Coordinator</p> <ul style="list-style-type: none"> Person(s) responsible for LAN and desktop support in the department <p>EQC Equipment Custodian</p> <ul style="list-style-type: none"> Person(s) designated to coordinate asset and physical inventory activities in the department <p>ERC Effort Report Coordinator</p> <ul style="list-style-type: none"> Person also serves as the contact for the EMF Compliance team for all certification, monitoring and compliance <p>FINA Financial Administrator</p> <ul style="list-style-type: none"> Primary person responsible for day-to-day financial activities in the department <p>HEAD Department Head</p> <ul style="list-style-type: none"> Department Chair, Director, Vice Chancellor, Assistant Vice Chancellor <p>IDW Identity Worker</p> <ul style="list-style-type: none"> Individual authorized to use the functions of the IID system to establish UCSF ID Numbers and to authorize proximity card issuance and access to proximity card controlled space <p>PPA Payroll/Personnel Analyst</p> <ul style="list-style-type: none"> Primary trained and certified person responsible for OLPPS input and day-to-day payroll/personnel activities in the department
Employee ID	N	09	Employee ID of the person assigned the functional role.
Employee Name	AN	30	Employee Name
Employee Title	AN	30	Employee Title from the Payroll Personnel System (PPS)
Parent			
Department Code	N	06	Department Code of organization directly above in the organization hierarchy
Children			
Department Code	N	06	Department Code of all subordinate departments
Financial Ownership			
DPA Codes	AN	06	Lists all DPAs owned by the department
Fund Codes	AN	05	Lists all Funds owned by the department
NCA Codes	AN	06	Lists all NCAs owned by the department; departments do not typically own NCA codes
DPA/Fund Codes	AN	06 / 05	Lists all DPA/Fund combinations where one or both of the codes are owned by the department
Program Codes	AN	05	Lists all Program Codes owned by the department