

Department System Overview

In addition to the Chartfield structure, UCSF maintains an organizational structure referred to as the Department Code (DepCode). Department Code information is maintained in a subset of the AFP system and uses a logical hierarchy from the Chancellor down through the schools and administrative departments. The Department Code System provides a flexible tool for creating, within a department or unit, divisions and layers of reporting hierarchy.

The Department Code is a flexible common organization identifier applicable across all UCSF systems. It is a six-digit randomly assigned numerical code that is an integral attribute assigned to all chartfields.

Campus Department Code Hierarchy

The DepCode System provides a flexible tool for creating, within a department or unit, divisions and layers of reporting hierarchy. There are four type codes that indicate a department's level in the reporting hierarchy.

Level	Description
Campus is the top level in the hierarchy	<ul style="list-style-type: none"> Chancellor is the only department at this level.
Control Points are the next level in the hierarchy and report directly to the Chancellor.	<ul style="list-style-type: none"> School of Medicine School of Dentistry School of Pharmacy School of Nursing Medical Center (Pre-merger--no longer used) Chancellor's Immediate Office Vice Chancellor- Administration and Finance Vice Chancellor- Advancement and Planning Chancellor Campus-wide Accounts Executive Vice Chancellor University of California Foundation Non-University Tenants MC2-Medical Center (Post-merger--used currently)
Departments are the next level in the hierarchy and report to Control Points.	<ul style="list-style-type: none"> Within each of the above Control Points, there are many departments. For example, Department of Medicine and Department of Anatomy are under the School of Medicine, and Human Resources is under the VC-Administration and Finance. Departments can only report to Control Points, not other departments.
Divisions are the next level in the hierarchy and report to Departments or other Divisions.	<ul style="list-style-type: none"> Departments have the flexibility to distinguish departments at the division level. For example, Department of Medicine has four locations that are considered divisions: Campus, Mt. Zion, SFGH, and VAMC. Divisions can have other divisions reporting to them in the hierarchy.

Parent Departments

The hierarchy is maintained by defining a parent department for each DepCode. Every department has a parent except the Chancellor's DepCode. The parent department for each of the Control Points is the Chancellor's DepCode, and the parent department for the Department of Medicine is the School of Medicine DepCode.

The pictorial view of the Department Code looks like an organization chart or family tree. An example reporting hierarchy for an academic department within the School of Medicine would be as follows:

- Chancellor (Prime)
 - Dean-School of Medicine (Control Point)
 - Department of Medicine (Department)
 - Campus (Division)
 - Cardiology (Division)
 - Mt. Zion
 - Professional Services (Division)
 - SFGH
 - Aids (Division)
 - VAMC
 - Cell Biology (Division)

Organizational Unit Code (OUC)

Every Department Code also has an Organizational Unit Code (OUC) associated with it. The OUC was developed for the Affirmative Action Office to use in identifying departments' work force units.

Historically, the Organizational Unit Code (OUC) was used by departments and central administration units to create reports and to allow access to systems. However, each time a school or central administrative unit reorganized, the OUC was changed so that it fell into numerical sequence within the new organization. This process created additional work for control points and central administration that relied on the Organizational Unit Codes to generate reports and access information within a departmental database or from campus financial systems. Now, the department always retains the same Department Code, even though the department's reporting structure has changed. This makes DepCode different from the OUC.

Although the Department Code has replaced the OUC for most campus reporting, some departments still use it for some reporting purposes.

- Affirmative Action owns this code and Control Points go through the AA Office if they need to request a new OUC. You can have multiple Department Codes for one OUC. If there is more than one Department Code for an OUC, departments can assign a Division Code, if desired.
- Affirmative Action then requests the Accounting Office to set up a new OUC. Once the OUC number and title have been determined, Accounting contacts Administrative Information Systems (AIS) to set up the new OUC in the system.
- Once the OUC has been established in the AFP system, Accounting establishes the corresponding Department Code.

Department Functional Roles

For every Department Code established, Department Functional Roles are defined. These roles represent significant individual responsibilities/functions in a department. These roles allow access to systems and information and campus communications. Personnel named to the roles must be **UCSF Employees**. Neither consultants nor temporary people may be assigned DepCode roles. Some of the roles allow for more than one person as indicated in the chart below.

Functional Role	Description
AA – Access Administrator	<ul style="list-style-type: none"> Person designated by the Department Head to grant access to administrative systems More than one person can be designated for this role.
BUS – Business Officer	<ul style="list-style-type: none"> Chief Financial Person (traditionally referred to as the MSO)
CSC – Computer Support Coordinator	<ul style="list-style-type: none"> Primary person responsible for LAN and desktop support in the department More than one person can be designated for this role.
ERC – Effort Reporting Coordinator	<ul style="list-style-type: none"> Person who manages the overall departmental certification activities to meet deadlines and ensure compliance for sponsored projects. This person also serves as the contact for the EMF Compliance team for all certification, monitoring and compliance.
EQC – Equipment Custodian	<ul style="list-style-type: none"> Person designated to coordinate asset and physical inventory activities in the department More than one person can be designated for this role.
FINA – Financial Administrator	<ul style="list-style-type: none"> Primary person responsible for day-to-day financial activities in the department
HEAD – Department Head	<ul style="list-style-type: none"> Department Chair, Director, Vice Chancellor, Assistant Vice Chancellor
IDW – Identify Worker	<ul style="list-style-type: none"> Individuals 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
PPA – Payroll/Personnel Analyst	<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

Summary

Chartfields and Department Codes provide a structure for the University to organize, track, and report financial information. Together, Chartfields and Department Codes enable UCSF to satisfy reporting requirements for UCOP, campus departments, central administrative services, and government agencies.

All AFP and Department System attributes are used within various UCSF systems including:

- Oracle Financial Systems (General Ledger, Accounts Payable, Purchasing, Asset Management, Research Administration)
- On-Line Payroll Personnel System (OLPPS)
- Campus Recharge Units Automated Systems (billing, combination edits)
- Budget System
- Facilities Management System
- Campus Locator System
- System Access
- E-mail List Serves
- UCOP Reporting
- Human Resource Systems
- Affirmative Action
- Equipment/Asset Management
- WebLinks
- Medical Center
- Ad Hoc and Departmental Systems
- Effort Reporting System (ERS)