

## Department Code Data Elements

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Department Code – DEPVZDPT_DPT (Functions DPAD, DPUP, DPDS)</b>							
<b>Location</b>	Location	SF_LOCATION	AN	02	Protected	✓	Always populates with <b>2</b> which is the UCOP location for UCSF
<b>Dept Cd</b>	Department Code	DEPT_CD	N	06	Assigned by system	✓	Department Code (DepCode) is randomly assigned by the system when you press <b>&lt;Enter&gt;</b> or <b>&lt;F5&gt;</b> .
<b>Begin Date</b>	Begin Date	DPT_BEGIN_DATE	Date	10	R		Date the Department Code becomes active; populates with the date the code is set up.
<b>End Date</b>	End Date	DPT_END_DATE	Date	10	R		Date the Department Code becomes inactive; populates with 999999.
<b>OUC</b>	Organization Unit Code		AN	04	R		Affirmative Action code associated with this DepCode; refer to the <a href="#">Organization Unit Code List</a> for more information. <b>Note:</b> There may be multiple Department Codes associated with one OUC.
<b>DIV</b>	Division		AN	02	O		If there is more than one Department Code for an OUC, a <b>Division Code</b> is assigned. It is a sequential number. <b>Note:</b> Look at the Department of Medicine for an example.
<b>Type Cd</b>	Type Code	DPT_ENTITY_TYPE_ID	AN	10	R		Code indicating the type of entity; valid values are: <ul style="list-style-type: none"> <li>▪ <b>Cntrlpoint</b></li> <li>▪ <b>Department</b></li> <li>▪ <b>Division</b></li> </ul> Type Code <b>Description</b> is displayed when you press <b>&lt;Enter&gt;</b> .
<b>Name</b>	Name	DPT_NAME	AN	30	R	✓	<b>Name</b> must be unique and consistent with other Department Code Names (i.e., S/M-Department of Medicine). Name is converted to all capital letters.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Abbrev Name</b>	Abbreviated or Short Name	DPT_NAME_SHORT	AN	15	R		<b>Short Name</b> must be unique. Short Name is converted to all capital letters.
<b>Dir Name</b>	Directory Name		AN	30	O		<b>Directory Name</b> is used in the Campus Locator System, as the Default Working Department Name, and the on-line directory service.  Directory name is not required to be unique. Directory Name may be entered with upper and lower case and is not converted to all capitals.
<b>Mnemonic</b>	Mnemonic	DPT_MNEMONIC	AN	03	O		The <b>Mnemonic</b> field is used in the automated construction of User IDs for mainframe systems and WebLinks.  For example, the value for Accounting is <b>ACC</b> , and an Accounting User ID would use SFACC as the first 5 characters of the User ID.
<b>Parent</b>	Parent Department		N	06	R	✓	<b>Parent</b> is the Department Code that this department reports to in the organization hierarchy. For example, the Controller's Office DepCode is the parent to Accounting.  <b>Parent Name</b> is displayed when you press <b>&lt;Enter&gt;</b> .
<b>EffDt</b>	Effective Date		Date	06	R		Date the Parent Department Code becomes active; populates with the date the code is set up.
<b>Bldg Cd</b>	Building Code		N	04	R*		Identifies the 4-position Capital Asset Account Number (CAAN).  A list of CAAN values may be obtained by listing Program Codes beginning with "Z." <b>Building codes</b> are in the range 2000-3599.  * One of the following must be entered: <b>Bldg Cd</b> , <b>Campus Box</b> , or <b>Address1</b> .
<b>Room</b>	Room		AN	05	R		Identifies a specific department room number

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Campus Box</b>	Campus Box		AN	04	R*	✓	Identifies the 4-character campus box number (e.g., 0812)  * One of the following must be entered: <b>Bldg Cd</b> , <b>Campus Box</b> , or <b>Address1</b> .
<b>Suffix</b>	Suffix		AN	08	O	✓	Use the <b>Suffix</b> if the department requests an additional identifier, for example, Box 0812JTW.
<b>US Frgn</b>	US or Foreign Address		AN	01	Default is <b>U</b>		<b>U</b> - U.S. address <b>F</b> - Foreign address
<b>Address1</b>	Address Line 1		AN	30	R*		Street, P.O. Box or other format if a foreign address  * One of the following must be entered: <b>Bldg Cd</b> , <b>Campus Box</b> , or <b>Address1</b> .
<b>Address2</b>	Address Line 1		AN	30	O		Additional address such as suite or room number
<b>City</b>	City		AN	30	O		City
<b>State</b>	State		AN	02	O		2-character State Code
<b>Zip</b>	Zip		N	05/04	O		Zip Code; first 5 digits should be entered if other address information is entered
<b>Country</b>	Country Code		AN	02	O		2-character Country Code if a foreign address is entered
<b>Province</b>	Province		AN	15	O		Province name if address is in Canada
<b>Postal Code</b>	Canadian Postal Code		AN	10	O		Postal code if address is in Canada
<b>Telephn</b>	Telephone Number/ Extension		N	10/05	O		10-digit telephone number (plus extension if applicable)
<b>Second Telephn</b>	Alternate Telephone Number/Extension		N	10/05	O		10-digit alternative telephone number (plus extension if applicable)

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Fax</b>	Fax Number/Extension		N	10/05	O		10-digit fax telephone number (plus extension if applicable)
<b>Dpt Head</b>	Department Head		N	09	O		Employee ID of the department head <b>Name</b> is displayed when you press <Enter>.
<b>BegDt</b>	Begin Date		Date	10	O		Date the Employee ID for department head becomes active; populates with the date the ID is entered.
<b>EndDt</b>	End Date		Date	10	O		Date the Employee ID for department head becomes inactive; populates with 999999.
<b>Bus Ofcr</b>	Business Officer		N	09	O		Employee ID of the business officer <b>Name</b> is displayed when you press <Enter>.
<b>BegDt</b>	Begin Date		Date	10	O		Date the Employee ID for business officer becomes active; populates with the date the ID is entered.
<b>EndDt</b>	End Date		Date	10	O		Date the Employee ID for business officer becomes inactive; populates with 999999.
<b>E-mail</b>	E-Mail Address		AN	50	O		General email address for department
<b>URL</b>	Department URL Web Address		AN	50	O		URL address for the department's web site

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Functional Roles – DEPVZDFR_DFR (Functions DPDF and DPUF)</b>							
<b>Role</b>	Functional Role	DFR_FUNC_ROLE_CD	AN	04	O		<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>Computer Support Coordinator (CSC), Access Administrator (AA), and Equipment Custodian (EQC) may have multiple people assigned to the role. The seven Department roles are:</p> <ul style="list-style-type: none"> <li>▪ Department Head (<b>HEAD</b>)</li> <li>▪ Business Officer (<b>BUS</b>)</li> <li>▪ Financial Analyst (<b>FINA</b>)</li> <li>▪ Payroll/Personnel Analyst (<b>PPA</b>)</li> <li>▪ Computer Support Coordinator (<b>CSC</b>)</li> <li>▪ Access Administrator (<b>AA</b>)</li> <li>▪ Equipment Custodian (<b>EQC</b>)</li> </ul> <p>Access Administrator (AA) is an important role because they request access to PeopleSoft, OLPPS, WebLinks and other systems for departmental users.</p>
<b>Beg Dt</b>	Begin Date	DFR_BEGIN_DATE	Date	10	O		Date the Role becomes active; populates with the date the Role is set up.
<b>End Dt</b>	End Date	DFR_END_DATE	Date	10	O		Date the Role becomes inactive; populates with 999999.
<b>ID Number</b>	Employee ID	DFR_UNIQUE_ID	N	09	O		Employee ID of the person assigned the functional role.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
<b>Department Addresses – DEPVZDAD_ADD (Function DADR)</b>							
<b>Box</b>	Box		AN	04	O	✓	<p>Most departments only use the default <b>Box</b> number, which is populated from the DPAD or DPUP screens.</p> <p>Otherwise code unique address for this Department. Most of these codes are no longer used since reports or functions are available in WebLinks or OPTRS.</p> <p><b>Default</b> – All mailings  <b>DPE</b> – Department of Payroll Expense report (WebLinks)  <b>GL</b> – General Ledger (WebLinks)  <b>PAF</b> – Personnel Action Form  <b>PREL</b> – Pre-Lists for Payroll (OPTRS)  <b>RECH</b> – Recharge</p>
<b>Suffix</b>	Suffix		AN	12	O	✓	<p>If the department requests a name, initials or other identifier, use the <b>Suffix</b>, for example, Box 0812JTW.</p>
<b>Effective from</b>	Effective Date		Date	10	O		<p>Date address is in effect. The second address line enables a department to supply an address change in advance of the change.</p>