

Oversight Unit Process Plan

Purpose:

Oversight Unit provides an institutional method to group employee and organization data by departmental areas. Furthermore, the Oversight Unit helps maintain data accuracy in SAP by eliminating incorrect data due to lack of an HR-based departmental designation.

Process:

For all Oversight Unit related requests, please send your request to:

HRSS-UnivClients@jhu.edu

(A) **To CREATE** a new Oversight Unit, please include the following information in your request:

- Effective Date: New Oversight Unit Start Date
- Object Abbr. (New Oversight Unit Short Text): 12-digit number starts with the personnel area code and followed by the number of the responsible org unit. For example: UN021000XXXX.” (UN02=School of Medicine)
- Object Name (New Oversight Unit Name): Up to 40 characters long. For example: “Community Health – JHHS.”

(B) **To ASSIGN/UPDATE** an Oversight Unit to an Org Unit, please include the following information in your request:

- Effective Date
- Org Unit Number
- Oversight Unit Number