

Updating the On-Line Organization Chart

Entering the correct data on Human Resource forms is critical to the accurate display of the UVU organization chart. If a leader would like to make a correction to the on-line organization chart, they can do so by submitting the Organization Chart Correction Request form, located below, to Human Resources. The Organization Chart Correction Request form should be used for corrections to the on-line organization chart only and is not a replacement for the Organization Structure Change Request form which is used to restructure an area.

On-line Organization Chart Data Information

- **Home Organization Code** - Used in the Banner Finance module to identify accounting information. The code identifies an area or department and is linked to an index code. The “Home Organization Code”, for the purposes of the on-line organization chart, is the “Timesheet Org Code” that is entered on the Electronic Personnel Action form (EPAF). The description that is displayed when the code is entered is maintained by Business Office
- **Position Number** - Position numbers uniquely identify full-time and part-time, non-student positions. Position numbers are key components in developing an accurate on-line organization chart. Human Resources and the Budget Office partner to create position numbers for new positions. Position number codes are maintained by Human Resources.
- **Employee Reports To** – This field identifies the reporting relationship between the supervisor and employee positions and is the position number of the supervisor. The “Employee Reports To” field is located on the EPAF. This field is auto populated as the EPAF is created, but can be changed by the EPAF originator. The “Employee Reports To” field is a critical component in the accuracy of the on-line organization chart. Every effort should be made to insure that the “Employee Reports To” field has been entered and the data is correct when submitting an EPAF for processing. The “Employee Reports To” field is maintained by Human Resources.

Additional Informational Data

- **Service Years** – Date of benefit eligible service for full-time employees. Date of original hire for part-time employees. Service Years are maintained by Human Resources
- **Title** – Official UVU title. Maintained by Human Resources
- **Mail Stop, Office Number, Phone Extension** – Employees can edit their individual information by selecting the edit icon in the employee information section of the on-line organization chart.

Note: Due to system lag, corrections made to the on-line organization chart will be reflected the following business day.

ON-LINE ORGANIZATION CHART CORRECTION REQUEST

(Use "Organization Structure Request" form when submitting an area restructure request)

Date:

Correction: (Please check all boxes that require correction and provide the necessary information)

- Department Name:**

- Employee Reports To:** Supervisor's Position Number:
- Supervisor's Title:
- Supervisor's Name:

- Home Org Code (Timesheet Org):**

- Home Org Code Title:**

- Other:**

Employees Affected by Change

UVID	Employee's Last Name, First Name	Position Number	Position Title

(Please attach an EXCEL spreadsheet containing the information in the table above if more than five employees are affected by the change.)

Approvals:

First Level Leader _____ Date _____

Second Level Leader _____ Date _____

Executive Leader _____ Date _____

(Executive leader approval required for department name change only)

Submit original signed form to Human Resources, BA110 - Mail Stop 184.