MEMORANDUM

TO: Deans and Directors
FROM: Kathy Cutshaw  
Vice Chancellor for Administration, Finance and Operations

SUBJECT: Preparation for the 2010 Annual Organizational Chart Update

April 22, 2010

As we move forward with our preparations for the Kuali Financial System implementation, we will need to establish new organizational codes. This universal organizational code ("org code") will be assigned based on your organizational structure and will be used to link the personnel system (PeopleSoft), the student system (Banner), and the new financial system (Kuali). For the first time, we will be able to pull data from all of our administrative systems allowing greater flexibility in report generation.

In order to prepare for this transition, we are conducting training sessions with Personnel Officers and Fiscal/Administrative Officers to review and update your existing organizational charts to reflect the functions (cost centers) for your unit. Each function will be represented in a separate box on the org chart and will be assigned a unique org code which will enable information to be pulled from the various systems for better decision-making. It is important that you are aware of this effort and work with the responsible administrators in your unit to ensure that the organizational chart reflects how you want to collect data. Please note that if you make major changes in your organizational structure which affect supervisory levels, the reorg process must be followed. Our staff will be on hand to assist you throughout the process.

We are conducting group training sessions for AOs/FOs and POs on April 20th, 29th, and May 4th. In addition, we will be glad to schedule individual sessions with you and your staff if you think it would be beneficial. Please contact Ann Sakuma at annyang@hawaii.edu or 956-5658 for scheduling.
In order to meet established testing and implementation timelines for Kuali, System Office of Human Resources (OHR) has set a hard deadline of July 15, 2010 for the 2010 annual org chart updates. This means the updates are due to my office no later than **June 15, 2010** for internal review in order to meet the July 15\textsuperscript{th} hard deadline. Given that this is also fiscal close and workloads are especially heavy, I would recommend that you submit your annual org chart updates as soon as possible.

Please feel free to contact my office should there be any questions or assistance needed. Thank you.

cc: Virginia S. Hinshaw, Chancellor  
    Mānoa Vice Chancellors