

Department ID Lookup and Tree Viewer

Effective March 16th, 2020, Hawaii Organization IDs will be supplemented with Department IDs. This user document helps Human Resources staff with the maintenance of Department IDs for their respective organizations.

Organization ID was customized many years ago in place of using the delivered Department ID due to the complexity of the State structure. We are now transitioning back to the delivered Department ID which will represent the structure/hierarchy of the State enterprise. This will in turn drive security access and reporting.

Key Terms

Org Level	The State of Hawaii Department Structure is broken down to 5 different organizational levels. Department > Division > Branch > Section > Unit
ORG Code	A custom ten (10) digit identifier indicating detailed information regarding where an employee or position is within a department level. Each two (2) digit pair represents a different Department, Division, Branch, Section, and Unit.
ORG ID	A custom five (5) digit identifier associated to the ORG Code with detailed information regarding where an employee or position is within a department.
Department ID/ DEPT ID	A six (6) digit unique identifier of the ORG ID and ORG Code. The first two digits are standardized for each department, based on the first Org Code pair.
Department Tree	Hierarchal view of DEPT IDs used to assign security access and reporting.
Tree Node	Department IDs in the Department Tree are referred to as Tree Nodes.
Parent Node	A Node that contains other nodes. All Department IDs at the Department Org level would be parent nodes.
Node Children	The nodes contained in the Parent Node are children nodes.
Sibling Node	Nodes at the same level as other nodes within a parent node. The Department IDs at the Division Org level within a Department would all be sibling nodes.

Where to find the Department ID Lookup

Each Organizational level has their own DEPT ID. Each DEPT ID is assigned to a current active HI ORG ID and its associated ORG Code.

While transacting you may need to know the DEPT ID of the area you are working with. A link to a Department ID lookup is available in a few locations:

- Main Menu > Workforce Administration > SOH Reports > Department by Org ID/Code
- NavBar > Navigator > Workforce Administration > SOH Reports > Department by Org ID/Code
- On the Position Information page next to the Department field. This link will open in a new window.

Work Location

*Reg Region	<input type="text" value="STATE"/>	Q	State of Hawaii		
Department	<input type="text" value="510165"/>	Q	AGS/ETS/Plan&ProjMgtOffc	Department ID Search	Company SOH State of Hawaii
Location	<input type="text" value="0204"/>	Q	Downtown		
Reports To	<input type="text" value="00027745"/>	Q	Information Technology Band B	Dot-Line	<input type="text"/>

Using the Department ID Lookup

The Department ID Lookup has a Three basic search fields. All searches require using the search button to return search results.

- Org. ID – Requires the full value to look up.
- Org. Code – Is capable of doing partial string look ups.
- Department – Entering values will bring up a preview with the department ID and Name.

Dept. ID by HI Org. ID/Code

Please Enter Hawaii Org CD, Org ID or Dept ID

Org. ID

Org. Code [Departments Tree Viewer](#)

*Set ID STATE Department

Department's Information

Department Info. HI Org. values

Set ID	Organization ID	Effective Date	Status	Org ID Description	Company	Department	Department Description	Organization Code
1								

If you do not know the full value, the Advanced Lookup options are available in the ORG ID Lookup/magnifying glass. This lookup returns partial matches based on the Organization ID, Department ID, or Organization Code, and allows you to pick the appropriate result.

Look Up Org. ID

Search by: Organization ID begins with

[Advanced Lookup](#)

[Search Results](#)

Clicking on the result will preload the Org. ID search field with the correct five (5) digit org ID.

Look Up Org. ID

Set ID STATE

Organization ID begins with

Department begins with

Organization Code begins with 56

[Basic Lookup](#)

Search Results

View 100

Organization ID	Description	Department	Organization Code	Department Organization Code
05900	HRD	560000	5600000000	56
05901	HRD/OfcofDir	560001	5601000000	56
05904	HRD/OfcofDir/Admin Svcs Ofc	560002	5601010000	56

Use the search Button to return the “Department Info.” and “HI ORG Values” results.

Dept. ID by HI Org. ID/Code

Please Enter Hawaii Org CD, Org ID or Dept ID

Org. ID

Org. Code [Departments Tree Viewer](#)

*Set ID Department

Department's Information

1-1 of 1 | View All

Department Info. HI Org. values ||>

Set ID	Organization ID	Effective Date	Status	Org ID Description	Company	Department	Department Description	Organization Code	
1	STATE	05901	03/16/2020	Active	HRD/OfcofDir	SOH	560001	HRD/OfcofDir	5601000000

Returned Values for Department Info:

- Set ID
- Organization ID
- Effective Date
- Status
- Org ID Description
- Company
- Department (ID)
- Department Description
- Organization Code

Returned Values for HI Org. values:

- Department Code
- Department Description
- Division Code
- Division Description
- Branch Code
- Branch Description
- Section Code
- Section Description
- Unit Code
- Unit Description
- Alpha Department Code

Department Tree Viewer

The Department Tree Viewer displays all Department IDs within their assigned Organizational Level. The tree shows the six (6) digit Department ID and Department description.

Note: The old Department IDs are included in this list as the first entry in each of the new department levels. For example, 00028 is the first entry under the new department ID of 510000. These old Department IDs are here for security permission settings and should not be used for transactions.

PeopleSoft Trees are built using parent and child nodes. Each department ID is a node within the Department Tree. Querying parent nodes will return results for all children nodes.

For example: To return the entire AGS department I would use the department ID node of 510000. If I wanted to query just the ETS division within AGS I would use 510160.

- 0001 - State of Hawaii
 - 0002 - Executive Branch
 - XXxxxx - [Department]
 - XXxxxx - [Division]
 - XXxxxx - [Branch]
 - XXxxxx - [Section]
 - XXxxxx - [Unit]

The screenshot shows a window titled "Display and Select TreeNodes" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main content area displays a tree structure with the following details:

- Set ID:** STATE
- Effective Date:** 03/01/2020
- Tree Name:** DEPT_SECURITY
- Path:** 00001 > 00002 > 150000 > 150001 > 150003 > 150004
- Navigation:** Collapse All | Expand All | Find | First Page (with arrow) | 58 of 6330 | Last Page (with arrow)

The tree structure is as follows:

- 00001 - State of Hawaii
 - 00002 - Executive Branch
 - 110000 - AGR
 - 130000 - LNR
 - 150000 - TRN
 - 00005 - Transportation
 - 150001 - TRN/OfcOfDir
 - 150002 - TRN/OfcOfDir/Ofc of Exec Asst
 - 150003 - TRN/OfcOfDir/Public Affrs Ofc
 - 150004 - TRN/OfcOfDir/Info&MediaRelatns (highlighted)
 - 150005 - TRN/OfcOfDir/SafeCommProgStf
 - 150006 - TRN/OfcOfDir/Licensg,Regis&EdStf
 - 150007 - TRN/OfcOfDir/VehicleEquipStaff
 - 150008 - TRN/OfcOfDir/SpcCmplncePrgmOfc
 - 150009 - TRN/OfcOfDir/OfcofCivilRights
 - 150010 - TRN/OfcOfDir/RailTrS&SOvsight
 - 150011 - TRN/PersOfc