

Hawaii Information Portal Department Modification Request Process

Before Time and Leave, a high-level department-wide structure was sufficient as the core Payroll and HR users needed access to the entire state department. With the new Time and Leave component a more defined department structure is required to properly align with the true hierarchy of each agency.

To accomplish this, Hawaii Organization IDs have been aligned with Department IDs. Please use the process detailed below for these types of modifications:

- Creating new Departments and Organization IDs.
- Modifying existing Departments and Organization IDs descriptions and/or values.
- Inactivating Department and Organization IDs.
- Modifying the Department Security Tree Structure.

Timely, accurate, and up to date communication of department and organization changes will prevent issues within Time and Leave and payroll processes.

Department Process

As a general guideline, follow the procedures outlined in Budget and Finance Admin Directive 19-02 “[Policy and Procedures for Effecting Organizational and Functional Statement Changes](#)”. Include Enterprise Services Branch (ESB) in the distribution of organization changes via hip@hawaii.gov.

1. Departments will submit an ETS-306 “[Hawaii Information Portal Department Modification Request](#)”. The request should match the changes sent within the distribution of Org Changes.
 - If you have complex or over ten (10) modifications, Email hip@hawaii.gov to discuss alternative submission options.
2. ESB notifies the requesting department and the Department of Human Resources Development (DHRD) when modifications are complete.
3. After Department ID modifications are completed, departments will need to submit a security modification request – [ETS-303](#) or [ETS-304](#), as appropriate – to assign HR, Time and Leave, or Payroll security roles to users of the Department ID.

Things to note when requesting modifications

- All modifications currently require the ten (10) digit Organization Code to proceed.
 - Ten (10) Digit Organization Code is based on the departments structure.
 - Five pairs of numbers with each pair representing a different organizational level: Department > Division > Branch > Section > Unit.
- Modifications should be as close to the department’s org chart as possible.
- **Add:** New Organization IDs and Department IDs will be generated. Use “Add” for new programs only. If a program is moved and is renamed, it is not considered new if the functions remain the same, therefore “Change” is more appropriate.

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- All requests for new Organization IDs and Department IDs will require the appropriate Program Budget ID(s) to be assigned.
 - Prior to 03/16/2020 Program IDs were assigned Department wide
 - After 03/16/2020 Program IDs need to be inserted for each Department ID that uses them.
- **Change:** Department ID and Organization ID cannot be changed, but the effective date, descriptions, reports to Department ID and the ten (10) digit Org Code can be modified.
- **Inactivate:** Before requesting to inactivate a Department ID, please verify there are no employees or position tied to that Department ID or Organization ID.

Things to note while Transacting

1. Be careful of retro dates. All subsequent records must be updated.
2. Assigning Positions to a new Department ID:
 1. Entering the Department ID will automatically populate the correct associated Organization ID.
 2. Entering the Organization ID will not populate the Department ID.
 - If entering data before 3/16/2020, the old department-wide ID will populate the Organization ID with a default value. In this situation, the Organization ID can be changed to the correct value.
3. Applying Program IDs to Department IDs
 1. The Position need to be assigned to the correct Department ID before assigning the Program ID to the position.
 - New positions won't show any Program IDs until they are saved.
 - Transferring Positions will show the Program IDs for their old Department ID until saved.

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Enterprise Services Branch (ESB) Processes

The following is an overview of what ESB will do after receiving the organization change from the requesting department.

1. Receive ETS-306 from department.
2. If provided, verify the change is on the organization change distribution.
 - Create/Modify request process:
 1. Check HIP for existing values, ask for clarification for any discrepancies.
 2. Create/Modify Department ID with “Department ID Profile” information.
 3. Create/Modify Organization ID with “HI Organization Profile” information.
 4. Update departmental security tree.
 1. Insert/modify Department ID location in the tree according to the “Reports to Department ID”.
 5. Optional depending on severity of changes.
 1. Update Reports.
 2. Update queries, SQL Scripts, and SQRs.
 3. Create/Modify row level security Roles.
 6. Refresh Security Join Tables to apply any changed security updates.
 7. Create association between new Department ID and requested Program Budget ID.
 - Inactivation request process:
 1. Check for active Employee (EE) and Position (POS) associations.
 1. Runs Employee and Position Inactivation check queries.
 2. If there are any active employees or positions listed in these queries, reply to department HR to correct the EE and/or POS record.
 2. Inactivate Organization ID with requested effective date.
 3. Inactivate Department ID with requested effective date.
 4. Leave inactive Department ID in tree for historical permissions.
 5. Refresh Security Join Tables to apply any changed security updates.
3. Notify DHRD and department that the Department modifications have been completed.