ETS-306: HIP Department Modification Request Quick Guide

The following table lists all the fields required for completing the ETS-306 Hawaii Information Portal Department Modification Request.

Field	Value/#Char	Add	Modify	Inactivate	Notes
Email		X	X	X	Required for authorization, and as a contact in case there are any questions about the submission.
Have you obtained ASO (Administrative Services Officer) required approval?	Yes/No	X	X	X	Required by ETS to go ahead and make adds, updates, or inactivates in the system. By you answering "Yes", you confirm that the request has been approved by your ASO. If you answer "No", you will exit out.
Request Type *	Add/ Change/ Inactivate	X	X	X	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. Use "Inactivate" if the organization is no longer needed. Remember to move all positions and employees out of the inactivated organization prior to submitting this form.
Please describe details of the change or inactivate.	Free text field description.		X	X	This field is required for "**Modify**" and "**Inactivate**". Please give a short description of the modification request. For example: correcting an Organization Code description, creating a new department, modifying the department security structure, adding a Program Budget ID to a department, ETC. Include any information that may help with processing the request.
Have you Verified that the value does not exist?	Yes/ No	X	X	X	Use the Department ID Lookup within PeopleSoft to verify the requested modifications are not currently in the system.
Department ID	6 digits		X	X	A Department ID is required for all department modifications, and inactivation. This value will be generated for all **new departments** based on the next available department number.
Reports to Department ID	6 digits	X	X	X	The department listed here will be used to build security roles and department tree. This should match your Organization Chart as much as possible.
Effective Date		X	X	X	**New departments will be added the 1st of every month and effective date must match any of these dates.** Be careful of retro dates – all subsequent records must be updated.
Department Description	30 characters	X	X	X	This department description will be displayed on Job, Position Management, and the Department Tree.

Field	Value/#Char	Add	Modify	Inactivate	Notes
Short Department Description	10 characters	X	X	X	This description is usually the 3 letter Department Name
EE04 Function	Drop Down	X	X	X	
Is this request for an Executive Branch Department?	Yes/ No	X	X	X	Executive Branch departments have additional Organizational information that needs to be maintained for reporting features. Most notably the EPAR.
Program Budget ID	8 characters	X	X*		This value is required for add requests. The Program Budget ID (sometimes also called Organization Code) is assigned by the Department of Budget and Finance. The Program Budget ID is usually an eight (8) character code that consists of three letters, three numbers, and 2 letters. *Optional for modify, use as needed to update Program Budget IDs.
Current HI Organization Code	10 digits	X	X	X	The Organization Code consists of five pairs of numbers representing each level of your organization. for example, 5120000000 would be department "AGS", division "ETS" with no branch, section, or units.
Modified HI Organization Code	10 digits		X*		*Only used if modifying the Org Structure. The modification should reflect a change to the Reports to department.
HI Organization ID	5 digits		X	X	Required for modify and Inactivate requests. The HI Organization ID is used throughout the system to represent the 10-digit HI Organization Code. It was created previously by DHRD, but is now created with each new Department ID.
HI Org Department Description	3 characters	X	X	X	The following descriptions are used as needed to describe the organizational levels of each department. These descriptions show up on the EPAR and other reports. This description is usually the 3 letter Department Name.
HI Org Division Description	12 characters	X	X	X	
HI Org Branch Description	20 characters				
HI Org Section Description	20 characters				
HI Org Unit Description	20 characters				
Add another request?	Yes/No				If **Yes**, it will ask for the same information as before, for the new request.

If you have any questions, please email ETS.ESB@hawaii.gov.