



Guidelines Document for Completing OM2B Maintain an Organisational Unit in SAPHR

Maintain Organisational Unit

Directorate - Select from;
Office of the Chief Executive Officer
National Hospitals Office
Community Healthcare Organisations
National Services & Central Functions
National Ambulance Service
eHealth & Disruptive Technology
Healthcare Strategy
Integrated Operations
Population Health and Prevention
Clinical
Finance

Division – Select from;
Acute Services
Primary Care
Corporate
National & Central Services
Health & Wellbeing
Mental Health
National Ambulance Service
Social Care
Community Health & Wellbeing
CHO Operations

Service - This is the name of the service that the Organisational Unit to be amended belongs to e.g., Physiotherapy

Organisational Unit Details

Organisational Unit Name - This is the name used to describe the Org Unit (Business Function) note there is a limit of 40 characters

Organisational Unit Number - Enter the number of the Org Unit to be amended. This is an 8 digit number (beginning with 2) automatically assigned to each org unit when created.

Effective Date of the Change - This is the start date of the Organisational Unit amendment. Enter this in the format DD/MM/YYYY

Attribute to be amended

For each attribute, with the exception of when delimiting, enter the old or pre-change detail in the “Change from” field and the new or post-change detail in the “Change to” field.

Chief - This is the Chief Position’s Number

Cost Centre* - This is the name and number of the cost centre created in SAP HR

* Finance Approval is required if amending the Cost Centre

Organisational Unit - This is Organisational Units Name and number - 8-digit number (beginning with 2)

Parent Org Unit** - This is the number of the Org Unit that the new Org Unit will sit under. If this is not known please contact your OM Administrator.

** A change in parent organisational unit may also result in a change to the cost centre. If so, finance approval is required.



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Time Returning Officer - Enter the Time Returning Officer Position number

Note - Time Returning Officer's Profile and ESID may have to be created/amended please check with SAPHR Helpdesk – <https://sapccc.hse.ie/weblog>

Location Allowance - Does the Org Unit attract a location allowance? If so, complete Form SAP CoE 614 Loc and Qual Request Form available

<http://hpsa.healthirl.net/moodle/course/view.php?id=23§ion=9>

Qualification Allowance - Does the Org Unit attract a Qualification allowance? If so, complete Form SAP CoE 614 Loc and Qual Request Form available

<http://hpsa.healthirl.net/moodle/course/view.php?id=23§ion=9>

Delimit/Suppress Organisational Unit - Only unoccupied Organisational Units can be delimited. Note also, Delimited Org Unit abbreviation must be prefixed with a 'D' and enter the word 'Delimited' at the end of the Object Description

Reason for the amendment – Enter the reason for the amendment

Requested By

Name - This is the name of the person requesting the New Organisational Unit

Title- This is the Grade of the person requesting the New Organisational Unit

Email - This is the email address of the person requesting the New Organisational Unit

Phone - This is the phone number of the person requesting the New Organisational Unit

Cost Centre Details (The Cost Centre is assigned by Finance)

Cost Centre Number - This is the number of the cost centre created in SAP HR

Cost Centre Name - This is the name associated with the financial cost centre.

Finance Validation (Agreed With)

Organisational Unit Manager

Name - This is the Manager's Name

Manager Employee Number - This is the Managers Personnel Number

Manager Position Number - This is the Manager's Position Number

Manager Email Address - This is the Manager's Email address

Manager Mobile Phone Number - This is the Manager's Mobile phone number - used for verification on HR and Payroll Self Service Login

Note: Where line manager has not been set up with a MXXXXXXXX user Id for HR & Payroll Self Service please submit the relevant form to saphr.security@hse.ie

Approval

Service Manager Approval - Approval required at Grade VIII or equivalent and above

Name - This is the name of the approver

Electronic Signature – This is the signature of the approver:

Internal OM Use

OM Administrator- OM Administrator name

Organisational Unit Number Created - This is an 8 digit number (beginning with 2) automatically assigned to each organisational unit when created.