



Form OM2A HSE Create an Organisational Unit in SAPHR

This form is to be completed when:

A new Organisational Unit needs to be created.

*Please complete in Block Capitals.
Once complete please forward to the OM administrator.
Include your contact details for queries*

The form is to be completed by the Service requesting the new Organisational unit and should come with supporting approval documentation.

Please contact the OM Administrator if assistance is required to complete this form.

Where a new cost centre is required, this **MUST** be created before a new Organisational Unit can be created.

Create Organisational Unit

Directorate								
Division								
Service								
See Guidelines document for selections								
For Organisational Unit Creation in SAP OM								
New Organisational Unit Details								
New Organisational Unit Name								
Organisational Unit Reports to: Enter the Organisational Unit where the new Organisational Unit will be located.								
Parent Organisational Unit Name								
Parent Organisational Unit Number								
Time Returning Officer								
Time Returning Officer Personnel Number								
Time Returning Officer Name								
Time Returning Officer Position Number								
<p>Note; Time Returning Officer's Profile and ESID may have to be created/amended. If so, please complete form SAP CoE 604 http://hpsa.healthirl.net/moodle/course/view.php?id=23&section=3 and log call with SAP CoE Helpdesk https://sapccc.hse.ie/weblog</p>								
Effective Date								
Reason for Creating Organisational Unit								
Location & Qualification Allowance								
Does a Location allowance apply to this Organisational Unit? Please tick			Enter Valid to and From Dates					



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Does a Qualification allowance apply to this Organisational Unit? Please tick		Enter Valid to and From Dates							
<p>Note: If Location or Qualification allowance are required, please complete form SAP CoE 614 http://hpsa.healthirl.net/moodle/course/view.php?id=23&section=9 and log call with SAP CoE Helpdesk https://sapccc.hse.ie/weblog</p>									
Requested By									
Name									
Title									
Email									
Phone									
Cost Centre Details									
Cost Centre Number									
Cost Centre Name									
Finance Validation (Agreed With)									
Organisational Unit Manager									
Name									
Manager Personnel Number									
Position Number									
Manager Email Address									
Manager Mobile Phone Number									
<p>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</p>									
Approval									
Service Manager Approval* *Grade VIII or Equivalent and above									
Name									
Electronic Signature									
Internal OM Administrator Use									
OM Administrator									
Org Unit Number Created									