



Form OM2B Maintain an Organisational Unit in SAP HR

This form is to be completed when

1. A change to an Organisational Unit is required,
2. An existing Organisational Unit is no longer required
–Should be Suppressed

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

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

Please complete in Block Capitals.

Once complete please forward to the OM Administrator.

Include your contact details for queries

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

Maintain Organisational Unit

Directorate									
Division									
Service									
See Guidelines document for selections									
For Organisational Unit Amendment in SAP OM									
Organisational Unit Details									
Organisational Unit Name									
Organisational Unit Number									
Effective Date of the Change									
Effective Date of the Change									
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.									
Attribute	Change From	Attribute	Change to						
Chief		Chief’s Position Number							
Cost Centre Finance Approval required when changing Cost Centre	Name	New Cost Centre	Name						
	Cost Centre Number		Cost Centre Number						
Organisational Unit Name		New Organisational Unit name							
Organisational Unit Number		New Organisational Unit Number							



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Parent Org Unit Name								New Parent Organisational Unit Name							
Parent Org Unit Number								New Parent Org Unit Number							
<p>A change in parent organisational unit may also result in a change to the cost centre. If so, finance approval is required.</p>															
Time Returning Officer								TRO's Position Number							
Location Allowance		From date						To date							
Qualification Allowance		From date						To date							
<p>Does the Organisational Unit attract a Location or 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&section=9</p>															
Delimit/Suppress Org Unit															
<p>OM Administrators - Only unoccupied Organisational Units can be delimited/Suppressed. Note also, Delimited Org Unit abbreviation must be prefixed with a 'D' and enter the word 'Delimited' at the end of the Object Description</p>															
Reason for Amendment															
Requested By															
Name															
Title															
Email															
Phone															
Finance Approval (When Required)															
Name															
Title															
Email															
Phone															
Approval															
Service Manager Approval*															
*Grade VIII or Equivalent and above															
Name															
Electronic Signature															
Internal OM Administrator Use															
OM Administrator															
Amended Org Unit Number															