New DeptId Setup in HR
Deptid Set Up

New Deptid’s are set up in the Department table and then they are added to the Dept_Security tree. The Deptid value must also be set up in PS Financials and added to the Financial Trees (refer to the Deptid Request form a complete list of steps for setting up a new deptid).

Navigation:
Home > Define Business Rules > Manage Human Resources (GBL) > Setup > Department Table

1. At the “Find an Existing Value” Page, click on the "Add a New Value" link.
2. At the “Add a New Value” Page, enter in the new deptid
*Click on “Add

4. At the Department Profile Page, enter data for:

a) Effective Date: 1/1/1901
b) Status: Active
c) Description
d) Short Descr
e) Location
f) Company
g) Enter the Division in the "GL Acct# Expense" field.
5. Go to the Comm Acctg and E&G page.

Check boxes:

- Use Comm Acct
- Use Actuals Dist

* Hit “Save”

6. Navigate to tree manager:

Home > PeopleTools > Tree Manager > Use > Tree Manager

Hit Search
7. Choose the Tree Dated 7/1/FY

8. Find the appropriate placement on the tree and insert the new deptid.
9. Click Save