

Setting up Subunits in HRIS

Subunits divide department positions/employees into groups. After establishing subunits, time and leave may be recorded by subunit and various reports may be run and printed by subunit.

Subunit Setup Table: Used to create/define subunits within a department.

Organizational Development>Position Management>KSU Maintain Subunits>Subunit Setup Table

Department: 3670010050 Animal Sciences & Industry

Scroll Area Find | View All First 1 of 1 Last

Sub-Unit ID: Dairy 1 + -

Scroll Area Find | View All First 1 of 1 Last

Effective Date: 09/05/2010 Status: Active Inactive

Descr. Short: Dairy Barn 1

Descr.: Dairy Barn 1 - Students

Save Return to Search

Steps:

- 1) Insert a Row

Note: No need to insert a row for initial/first subunit.

- 2) Enter Sub-Unit ID (Alpha or Numeric)
- 3) Enter Effective Date
- 4) Enter Short and Long Description and Select Save

Subunit Assignment: Used to attach positions/employees to a subunit.

Organizational Development>Position Management>KSU Maintain Subunits>Sub Unit Assignment

Ksu Posn Subunit

Open/Filled: F Current Head Count: 1

Current Incumbent(s) Find | View All First 1 of 1 Last

EmplID: W0000080649 Lname,Fname,M + -

Position Find | View All First 1 of 1 Last

Position Number: W0000838 Student

*Effective Date: 09/05/2010 Status: Active

Department: 3670010050 Animal Sciences & Industry

Job Code: 035000 Student

Action Reason: UPD Position Data Update

KSU Sub-Unit ID: Dairy 1

Save

Steps:

- 1) Insert a Row
- 2) Enter Effective Date
- 3) Enter KSU Sub-Unit ID and Select Save

Record Time and Leave by Subunit:

Time and Leave>Maintain Time and Leave>Employee by Subunit

View a summary of department time and leave by subunit:

Time and Leave>Maintain Time and Leave > Department by Subunit