Guidelines Document for Completing OM2A Create a New Organisational Unit in SAPHR

Create 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 New Organisational Unit belongs to, e.g., Physiotherapy.*

New Organisational Unit Details

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

New Organisational Unit Name - *This is the name of the Org Unit that the new Org Unit will sit under. If this is not known please contact your OM Administrator.*

Parent Organisational Unit Number- *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.*

Time Returning Officer

Time Returning Officer - *Enter the Name, Personnel Number and Position number of the Time Returning Officer*
Time Returning Officer Personnel Number *- Enter the Time Returning Officer Personnel Number*
Time Returning Officer Name *- Enter the Time Returning Officer Name*
Time Returning Officer Position Number *- 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**

Effective Date - *This is the start date of the Org Unit. Enter this in the format DD/MM/YYYY*

Guidelines Document for Completing OM2A Create a New Organisational Unit in SAPHR

Reason for Creating Organisational Unit - *Select from*
New Service
New Team
Restructure

Location and Qualification Allowance

Location Allowance *- Does the Organisational 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&section=9

Qualification Allowance *- Does the Organisational 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&section=9

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 MXXXXXXXXX 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.*