Position Organization Change Request

Salary Planner security access and data views are categorized by the Position Organization Code. Departments should review the position home organizations associated with the positions they manage prior to prep opening to departments to ensure they are classified correctly.

A list of current positions by the Position Organization Code can be viewed by pulling the following Cognos report: Team Content > TTU Budget > Budget Prep > 1. Pre Prep Folder ***HR011 – Single & Pooled Positions with Incumbents by Organization***

Position Organization Code Change Requests

- Corrections will need to be emailed to the Budget Office at AMBUD@ttu.edu including the position number and the correct position home organization code.
- Approval of the current and requested organization codes financial manager or alternate as defined in TEAM is required.
- The Budget Office will verify approval from the department of the existing position organization and will correct the organization code. The Budget Office will notify both departments of the position organization code change.
- The correction should update overnight and be reflected in Cognos reports the following day.

Pre-Prep Reports that utilize Position Organization Code security

- Team Content > TTU Budget > Budget Prep > 1. Pre Prep Folder ***HR103 – Preview Employees for Salary Planner***
- Team Content > TTU Budget > Budget Prep > 1. Pre Prep Folder ***HR104 – Preview Positions for Salary Planner***