

Reference: Organizational Assignments

Organizational Assignments: State customized fields used for identification of attributes specific to a PIN that can be changed per employee

Note: These fields will default from the PIN's information. If the PIN's information was "overridden" by the previous Employee, the next employee will have the PIN information defaulted to them, not the previous employee's information.

The fields found in Organizational Assignments and their purpose:

- **Company** should be State of Maryland
- **Fund Code** should be entered
- **Cost Centers** are determined by budget and finance. We store the 15 digits (ex. 320602049703---):

- 1-6: **agency code** (320602)
- 7-9: **program** (049)
- 10-12: subprogram if applicable, if not then “---” (703)
- 13-15: pseudo code if applicable, if not then “---” (---)
- New Agency codes need to be processed by Budget first then send requests to add a new cost center through a ticket.
- Send requests for new subprograms or pseudo codes through a ticket but be sure to have the information in the 15 digit cost center code.

The screenshot shows a user interface for managing organizational assignments. It consists of three stacked cards:

- Company:** The field is labeled "Company" and contains the value "State of Maryland". There is an edit icon (pencil) to the right.
- Cost Center:** The field is labeled "Cost Center" and contains the value "250102004---- DBM OPSB Division of Personnel Services [SP --] [Pseudo --]". There is an edit icon to the right.
- Costing:** The field is labeled "Costing" and contains the value "Fund". There is an edit icon to the right.

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- **Authorized By** select appropriate option
- **Bargaining Status** review *after all* job profile changes, needs to be manually changed
- **Budget Status** confirm with your budget upon hire
- **Background Check** is picked up from the PIN for RED's purposes
- **Check Distribution Code** should be from an approved code list for the agency per CPB or the information will not be sent to CPB
- **Compressed Work week** is now just informational. In order to affect the time sheet the information is now captured on **Other IDs**
- **Drug Sensitive** is picked up from the PIN for RED's purposes

Other	
Appointment	
Authorized By	
01 - General Assembly	
Background Check	
Bargaining Status	
Yes	
Budget Status	
Budgeted Position	
Check Distribution Code	
002	
Compressed Work Week	
Drug Sensitive	

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- **Essential Personnel** identifies employees who work during State closures/emergencies
- High Risk job is picked up from the PIN for EBD and RED's purposes
- **Retirement System** select the appropriate option
- **Telework informational** only, indicates if position is eligible
- **The 4 RSTARS fields:**
 - informational only, not sent to CPB
 - The cost center doesn't drive these fields.
 - Budget and Finance does use them.
 - If any new codes need to be added to be selected please send the request in a ticket.
- **Authorized % This is not FTE!** confirm with your budget upon hire

Essential Personnel	
High Risk Job	
Retirement System	
22 - Employees' Pension System – MOD	
Telework	
RSTARS Financial Agency	
F10	
RSTARS Subprogram	
B204	
RSTARS Unit	
F10A02	
RSTARS Program	
04	
Authorized %	
100	

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There are 5 Fields that must have information in them, or you cannot proceed on a position:

- Authorized By
- Bargaining Status
- Budget Status
- Retirement System
- Authorized %

To make changes to the PIN or employee:

Related Actions > Organizations > Change Organization Assignments