

## Human Resources Department Codes (DEPTID)

### Definition

The DEPTID specifies an organizational unit in HRIS that the school or administrative area requested to be identified with a unique number. (A different department code, **Fin Dept**, is used by the NU Financial System.) This could be a department, section, division, center or any subset of individuals defined by a school or administrative area. There may be many HR department codes (the DEPTID consists of a six-digit number) associated with a department based on how the school organizes the segregation of their employees for HRIS security purposes. A unit may have many department codes (six-digit DEPTID) associated with it, but the department description for all codes will be the same in most cases. For example, 277700 through 277799 will all have the same description: WCAS Political Science. The first four digits of a DEPTID must be unique for a given organizational unit (e.g., 2777 for WCAS Political Science).

Grouping employees by DEPTID assists in statistical analysis and querying. It also allows HRIS to restrict users' security access to only the information needed to complete their job duties.

**NOTE:** The first four digits indicate **Where** you are allowed to see data in the university (e.g. 2777 WCAS Political Science), but the last two digits indicate **Who** you can see within that organizational unit (e.g. 277799 WCAS Political Science Graduate Students).

### Rules for DEPTID Ranges

Schools have a range of HR department codes (based on the first four digits of the DEPTID) associated with them, as follows:

- 2700 – WCAS
- 2800 – Education
- 2900 – Journalism
- 3000 – Music
- 3100 to 3203 –SOC
- 3300 to 3570 – McCormick
- 3900 to 4890 – Feinberg
- 5400 – Law
- 5800 to 5900 - Kellogg

### Rules for Suffixes (the last two digits of an HR DEPTID)

####99 – **Graduate Students – Grad School.** Permits security access to information about graduate students who are funded by the Graduate School. These appointments are processed through the Graduate School.

####98 – **Work Studies.** Permits security access to a department’s work-study students’ information. Allows the Financial Aid Office to view work-study employees and not other employees in the departments.

####97 – **Emeritus Faculty.** Permits security access to a department’s emeritus faculty information. Appointments of all emeritus faculty are handled by the Provost’s Office.

####96 – **Senior Management.** Permits security access to a department’s officers (senior management). Security access is limited to a few individuals.

####95 – **NMFF.** Permits security access to a department’s NMFF Faculty members’ information. When an employee has an NMFF appointment, the ‘95’ suffix is used on both record 0 and record 1.

####93 – **Graduate Students - Department.** Permits security access to information about graduate students who are funded by their department. These appointments are processed through the department.

####92 – **VA.** Permits security access to a department’s VA appointments of faculty members.

####90 – **Dean.** Permits security access to a department’s Dean’s information; this security access is limited to the Provost’s Office.

####70 through 91 (excluding 90) – **Shared Positions-NMFF.** Permits staff in two departments or sections within the same school to view information about a shared position. For example, in the Medical school where NMFF members have a funding source from another department or section.

####55 – **Qatar** Permits security access to departments with Qatar staff and faculty. All Qatar requisitions or positions should be assigned only to a ‘55’ suffix department.

####05 through 13 – **Shared Positions-NU.** Permits staff in two departments or sections to view information about a shared position. For example, a faculty or staff member that is funded by another department or section. The first four digits of the DEPTID reflect which department owns the position.