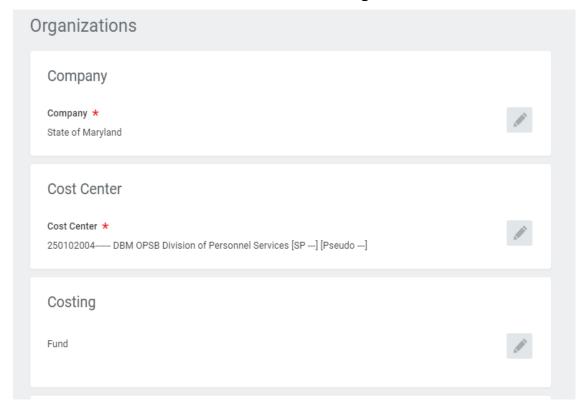
<u>Organizational Assignments</u>: State customized fields used for identification of attributes specific to a PIN that can be changed per employee

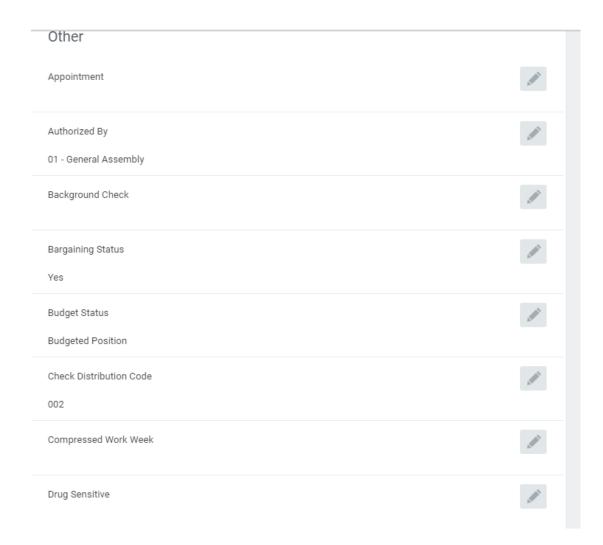
**Note:** These fields will default from the PIN's information. If the PIN's information was "overridden" by the previous Employee, the next employee will have the PIN information defaulted to them, not the previous employee's information.

#### The fields found in Organizational Assignments and their purpose:

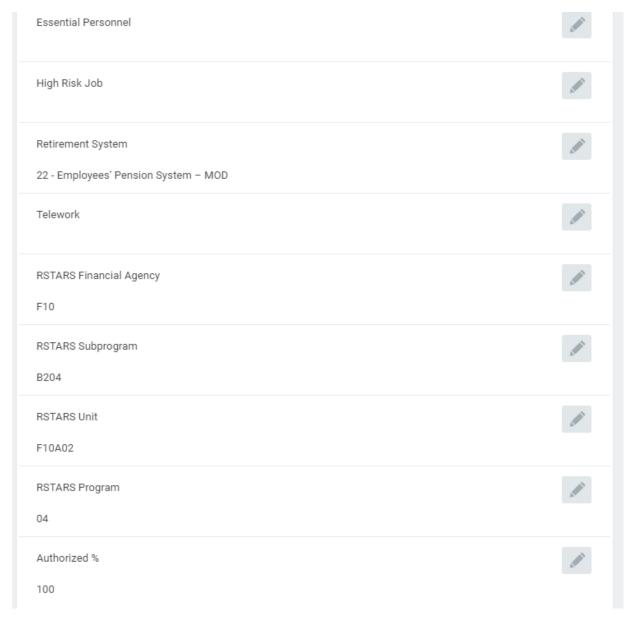
- Company should be State of Maryland
- Fund Code should be entered
- Cost Centers are determined by budget and finance. We store the 15 digits (ex. 320602049703---):
  - 1-6: *agency* code (320602)
  - 7-9: **program** (049)
  - 10-12: subprogram if applicable, if not then "---" (703)
  - 13-15: pseudo 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.



- Authorized By select appropriate option
- <u>Bargaining Status</u> 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



- 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.
- <u>Authorized %</u> This is not FTE! confirm with your budget upon hire



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\*