











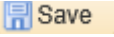
HR047.01: Adding a New Department

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Set Up HCM menu. 
4.	Click the Foundation Tables menu. 
5.	Click the Organization menu. 
6.	Click the Departments menu. 
7.	Click the Add a New Value tab. 
8.	Click the Look up icon associated with the Set ID field. 



Step	Action
9.	Select the desired value from the listing. NOTE: New departments are institution-specific. 
10.	Populate the Department field. Department <input type="text"/>
11.	Click the Add button. 
12.	Populate the Effective Date field. Effective Date <input type="text" value="12/14/2016"/>
13.	Populate the Description field. Description <input type="text"/>
14.	Populate the Short Description field. Short Description <input type="text"/>
15.	Click the Look up icon associated with the Location Set ID field. 
16.	Click the desired value in the listing. 
17.	Click the Look up icon associated with the Location field. 
18.	Select the desired value from the listing. 
19.	Click the Look up icon associated with the Company field. 
20.	Select the desired value from the listing. 
21.	Click the Look up icon associated with the Tax Location field. 
22.	Select the GA Tax Location Code. 



Step	Action
23.	Click the Save button. 
24.	You have successfully completed the Adding a New Department topic. End of Procedure.