



June 15, 2007

## MEMORANDUM

TO: Deans, Chairs, Vice Presidents, and Directors  
HRPartners

CC: DCATS  
HCM Upgrade Team

FROM: Brett L. Morris  
Assistant Vice President for Human Resources

SUBJECT: Reporting Relationship  
(OHR 2007-029)

Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will contain a field in the Position Create/Modify (PCM) field that will capture "reports to" information for each position.

**Current Procedures:** Currently, there is no systematic way in which departments or back offices within the institution capture information concerning the position (*not the person*) to which a newly created or modified position (*again, not a person*) reports.

**Procedures after Implementation on July 5, 2007:** Departments will enter the reporting relationship information on each newly created or modified position via an additional data field on the PCM Form.

**Advantages of Change:** Capturing the "reports to" information for all newly created or modified positions will prepare the institution for enhancements to HCM in Phase B.

**Departmental Challenges:** The department will have to identify the position to which a new or modified position reports.

**Implementation:** This feature will be included in HCM on Thursday, July 5, when HCM goes live.

**Questions:** Please contact the Office of Human Resources at 567-2600 should you have any questions. Thank you.

**OHR 2007-29**