Project Objectives

Simplify and standardize processes

Make it easy to get work done and harder to make mistakes

Establish an accurate, trusted and timely reporting environment

Lower operating costs and improve effectiveness

Minimize administrative overhead for faculty and end users

Workday@Yale
Cost Center Hierarchy Structure

INSTITUTION

PLANNING UNIT

PLANNING UNIT SECTION

DEPARTMENT GROUPING

DEPARTMENT

COST CENTER

All levels will be populated!
**Cost Center Hierarchy Structure – Explanation**

- **INSTITUTION**
  - Represents the top level of Cost Center hierarchy. **REQUIRED**
  - Will not carry a “prefix” in the description

- **PLANNING UNIT**
  - Will equate to what are currently referred to as “Target Units” and will replace what we know today as “Division” in Oracle. **REQUIRED**
  - Will carry a “prefix” in the description

- **PLANNING UNIT SECTION**
  - Are subsections of a Planning Unit; **Not Required**, but will be automatically populated with the Planning Unit value if this Section level is not useful to the unit.
  - Will carry a “prefix” in the description

- **DEPARTMENT GROUPING**
  - Are groupings of Departments; **Not Required**, but will be automatically populated with the Planning Unit Section value if this level is not useful for a particular Planning Unit.
  - Will carry a “prefix” in the description

- **DEPARTMENT**
  - Are groupings of Cost Centers and similar to what we know today as “Department” in Oracle; **REQUIRED**
  - Will carry a “prefix” in the description

- **COST CENTER**
  - Lowest (leaf) level of the hierarchy and is similar to what we know today as Org Unit in Oracle. **REQUIRED**
  - Will carry a “prefix” in the description
Cost Center Hierarchy Structure – Professional School Example

- **INSTITUTION**

- **PLANNING UNIT**

- **PLANNING UNIT SECTION**

- **DEPARTMENT GROUPING**

- **DEPARTMENT**

- **COST CENTER**

<table>
<thead>
<tr>
<th>HIERARCHY CODE</th>
<th>EXAMPLE DESCRIPTION VALUE</th>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYCC0001</td>
<td>Yale University Cost Centers</td>
<td>HYCC0001 Yale University Cost Centers</td>
</tr>
<tr>
<td>HPCC4041</td>
<td>LAW School of Law</td>
<td>HPCC4041 LAW School of Law</td>
</tr>
<tr>
<td>HSCC3052</td>
<td>LAW School of Law</td>
<td>HSCC3052 LAW School of Law</td>
</tr>
<tr>
<td>HGCC2123</td>
<td>LAW Finance &amp; Administration</td>
<td>HGCC2123 LAW Finance &amp; Administration</td>
</tr>
<tr>
<td>HDCC1397</td>
<td>LAWHRE Human Resources Department</td>
<td>HDCC1397 LAWHRE Human Resources Department</td>
</tr>
<tr>
<td>CC1267</td>
<td>LAWHRE Human Resources</td>
<td>CC1267 LAWHRE Human Resources</td>
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### Cost Center Hierarchy Structure – FAS Example

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<td>Yale University Cost Centers</td>
<td>HYCC0001 Yale University Cost Centers</td>
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<tbody>
<tr>
<td></td>
<td>HPCC4023</td>
<td>FAS Other FAS &amp; Academic Departments</td>
<td>HPCC4023 FAS Other FAS &amp; Academic Departments</td>
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<table>
<thead>
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<td></td>
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<td>FAS Sciences</td>
<td>HSCC3025 FAS Sciences</td>
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<table>
<thead>
<tr>
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<th>EXAMPLE DESCRIPTION VALUE</th>
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<tbody>
<tr>
<td></td>
<td>HGCC2065</td>
<td>FAS Physical Sciences</td>
<td>HGCC2065 FAS Physical Sciences</td>
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<table>
<thead>
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<th>DEPARTMENT</th>
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<tbody>
<tr>
<td></td>
<td>HDCC1166</td>
<td>FASMAT Dept of Mathematics</td>
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<table>
<thead>
<tr>
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<th>EXAMPLE DESCRIPTION VALUE</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CC0499</td>
<td>FASMAT Mathematics</td>
<td>CC0499 FASMAT Mathematics</td>
</tr>
</tbody>
</table>
### Hierarchy Code Naming Convention

- **The first digit defines the value as a “Hierarchy”**
  - “H” = Hierarchy and is a constant for ALL hierarchies
- **The second digit defines the level of each hierarchy**
  - **Y** = Yale Institution
  - **P** = Planning Unit
  - **S** = Planning Unit Section
  - **G** = Department Grouping
  - **D** = Department
  - **CC** = Cost Center leaf

### Hierarchy Description Naming & Prefixes

- Prefixes are used in the bottom five levels of the hierarchy
- A 3-digit prefix is assigned to each Planning Unit, Planning Unit Section & Department Grouping
- A 6-digit prefix is assigned to each Department & Cost Center

### Numerals in the Codes

- The first digit in the hierarchy code represents the level in the hierarchy, except for Cost Center.
- The remaining numerals are sequentially and automatically assigned and have no independent meaning

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There is only one Cost Center hierarchy for now; Others may be added later