

MASTER UNIVERSITY DEPARTMENT (MUD) LIST

The Master University Department List reflects the organizational structure of the University. The list is organized by executive level (dean-college or vice president-division) and department level. There are a few areas that use the sub-department level as well.

COORDINATION

The MUD List and corresponding org codes within the Banner database are coordinated by the Office of Budget & Planning. Requested changes (including changes in administrators) should be forwarded to Budget & Planning by email to t.sorensen@usu.edu. All changes should be approved by the dean or vice president. Please note that academic organization changes must be requested and approved through the Board of Trustees and Board of Regents before any change to the MUD List or the Banner database can occur.

For questions regarding the MUD List, please contact Tracy Sorensen at x.7-1174.

BANNER

The University organizational structure is maintained within the Banner database as follows:

- Executive level org codes begin with "CL" and are identified as level 2. These codes are the predecessors for the department level codes.
- Department level org codes begin with "DP" and are identified as level 3. These codes are the predecessors for the sub-department level codes.
- Sub-department level org codes begin with "UN" and are identified as level 4. These codes are the predecessors for the entry/expenditure level codes.
 - *Note that the majority of sub-department (also known as unit) level codes do not reflect organizations but rather financial managers and purchasing queues within a department. Only those sub-department codes shown on the MUD List are reportable organizations.
- Entry/expenditure level org codes begin with "E" and are identified as level 5. These codes are the final level of codes and are where accounting activity is entered.

OTHER INFORMATION

HR Departments

The MUD List indicates which departments are defined as HR departments (departments with employees). Note that some departments are not defined as HR departments, are not used in the Banner HR module, do not have employees and are mainly used for financial reporting.

What is a Department?

Following are some guidelines as to what constitutes a department:

1. Must have a department head or director
2. Will be a separate, reportable, stand-alone entity
3. To be an HR department, must have more than one employee

Structural Inconsistencies

The following organizations at the executive level are not “true” executive organizations and exist primarily for reporting purposes.

	<u>Assigned Executive</u>
Athletics	Business & Finance
Auxiliary Enterprises	Business & Finance
Facilities	Business & Finance
Library & Instructional Support	Provost
Regional Campuses & Distance Education	Provost
School of Graduate Studies	Provost

Special consideration must be given to these organizations to treat them as department level organizations of their assigned executive.