



Date: April 1, 2009
To: Controllers
From: Dwan Schuck
Subject: Unit, Division, Department, Sub-Department Code Listing

As in past years, the Legacy UDDS File will continue to be a source of data used by the Payroll system and Budget system that still run on the mainframe. All campuses will need to continue to maintain the UDDS file data during FY 2010.

In FY 2010 UDDS File maintenance for non-Madison campuses **will no longer be done** by Al Wang (Madison-Accounting Services). We are working on determining how UWSA will take over that maintenance function. As in the past, a UDDS Action Request Form will need to be sent via email.

You may continue to send FY 2009 and FY 2010 maintenance forms to Al Wang through June 30, 2009. If you are making extensive changes, please send an excel spreadsheet. Request forms should be sent via email to awang@bussvc.wisc.edu. All changes should be sent by **May 15, 2009**.

If you will have extensive organizational changes for the upcoming fiscal year, please contact Jeff Arnold (265-5792) to explain the need for those changes. Be particularly aware of the following when making changes at this time:

- 1. Remember that the UDDS File description is still being used by other major systems, i.e. UW-System Budget, IADS, etc. Ideally, the UDDS description information would be the same as the description in SFS for the same DeptID code.**
- 2. It is very important (particularly for Budget System operations) that synchronization be maintained between the codes in the UDDS File and the SFS DeptID Table. Each business unit is responsible for maintaining this level of integrity.**
- 3. Supply a forwarding (crosswalk) UDDS code if a current UDDS code is being replaced or eliminated.**
- 4. If a UDDS was active in this fiscal year but was terminated during the year or will be at year-end, you may not use that UDDS code for a different operation in year 2009-10. Please make certain that your staff complies with this guideline.**



5. **Establishment of a new academic department should follow Budget Office guidelines for timing and approval and be submitted to the UW System Vice-President's Office of Academic Affairs at 1604 Van Hise Hall independent of this action. Establishment of new departments/sub-departments for accounting purposes normally require divisional and or unit approval.**
6. **Remember, any new DeptID codes added to the SFS DeptID Table that are for FY 2010 must be given an effective date of May 1, 2009 if there will be any Summer Session salaries charged to those codes. Otherwise, use July 2 as the effective date.**

Legacy Master File Policy for FY 2010

Madison will complete its migration off of the Legacy system by the end of FY 2009. Therefore, there will be no Master File records built for FY 2010 in Legacy.

If you have any questions regarding the above procedures, please call me at (608) 262-5632.

xc: Al Wang, Renee Stephenson, Jon Ahola, Scott Larson, Jeff Arnold, Ernie Mergen, Janet Larson, Hua Ramer, Bryan Peters, Stefanie Pauls