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Effective Date:	10/12/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	PMO
Title:	Updating Organizational Charts SOP		
Description:	This document is the operating standard for updating OMES IS organizational charts.		

Updating Organizational Charts

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to outline the process for updating the OMES IS organizational charts.
2. Scope
 - 2.1. This document applies to all changes made to OMES IS staff and structure.
3. Discipline
 - 3.1. Administrative Standards
4. Instructions
 - 4.1. HCM maintains the OMES IS organizational charts. The organizational charts need to be updated for each of the following situations:
 - 4.1.1. Hire or separation
 - 4.1.2. Appointment change
 - 4.1.3. Name change
 - 4.1.4. Structural change
 - 4.2. Hires, Terminations and Appointment Changes
 When filling a vacancy, or processing a termination or an appointment change, the position's direct manager (or higher) must update the Position Action form (92 form) on the PPM Tool. The Cabinet Secretary's approval of this form will notify HCM of the change, allowing them to update the respective organizational chart(s) once the change becomes effective.
 - 4.3. Name Changes
 Employees must report name changes to their HCM representative. HCM will then update the organizational charts.
 - 4.4. Structural Changes
 When structural changes need to be made, the Director requesting the change must fill out the **Structure Change Request Form** and submit it to the Enterprise Programs Director, along with their updated organizational chart. The Enterprise Programs Director will then submit the form to the Administration Operations team for approval.
 - 4.4.1. Visio files of the organizational charts are located at the following location:
J: Drive < Function < HR Transactions < Organizational Charts

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4.4.2. PDF files of the organizational charts are located on the ISD Process Library:
<http://eclipse.omes.ok.gov/> - **Organizational Evolution/OMES IS Team**

Organizational Charts

4.5. After HCM updates the organizational charts, they will create a CRM Case to have the Project Management Office (PMO) post the updated versions to the ISD Process Library (<http://eclipse.omes.ok.gov/>).

5. Roles and Responsibilities

5.1. HCM

5.1.1. Maintains and updates the OMES IS organizational charts.

5.2. Manager

5.2.1. Submits the Position Action form (92 form) for all hires, terminations and appointment changes.

5.3. PMO

5.3.1. Posts the organizational charts to the ISD Process Library.

5.4. Director

5.4.1. Fills out the Structure Change Request Form for all desired structure change requests and submits to the Enterprise Program Director.

5.5. Enterprise Program Director

5.5.1. Submits Structure Change Request Forms to the Administration Operations team.

6. Attachments

6.1. Structure Change Request Form