





Key points for Attributes:

- Is your orgn self-supporting? Example: a special project where the money is being tracked by the state. If yes, then the Benefit Exclude attribute is needed so that benefits are not pulled from the university benefit pool.
- Is your orgn needed for timesheets? If yes, your orgn will need the HR Timesheet attribute and the 3<sup>rd</sup> letter will be an H. (ex. AFH Budget Office)
- Is your orgn needed for People Admin and should be a Home Orgn for positions? If yes, your orgn will need the HR Home Dept attribute and the 3<sup>rd</sup> letter will be an H. (ex. AFH Budget Office)
- Is your orgn defined as a service center? If yes, your orgn will need the Center attribute.

3. PORT (Please complete for NEW Orgn Requests)

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	Pirate ID Approver	Pirate ID Approver	Pirate ID Approver
PORT Organization Division Approvers			
For additional approvers contact <a href="mailto:PORT@ecu.edu">PORT@ecu.edu</a>			

4. Emburse Enterprise - Complete ONLY if orgn will be used in Emburse Enterprise (previously Chrome River).

