

4-2-12
(considered final)

Policy for assigning start-up activity codes:

Each employee hired with a start-up package would be assigned a 4 digit start-up activity code

The first digit will always be "A" (the letter assigned to the college of Ag.)

The second digit will be "S" for on campus units and "U" for off campus units

The third digit will be a number between 2 and 9. (The numbers 1 and 5 should be avoided because they are too easily confused with "I" and "S".) The first start-up code would be 2 and the next 3 and so on. Once the department gets to 9 the number 2 would be reused and the activity code title would be changed.

The fourth digit will be the letter assigned to the department. (See list on second page).

For example; AS3A (Animal Scis), AS2H (Hort), & AU2B (Burns).

The activity code name would use the index prefixes currently in use (i.e. AFW for Fish and Wildlife).

The titles to begin with "Startup FY" (two digit year funds expire) then the PI's name (the prefix, and the last activity code letter, identifies the department/station).

Those first 12 characters will leave 17 available for the PI name, which should be adequate in most cases.

The search parameter (in addition to "Begins with A") for pulling only the new codes would be "Activity Title begins with _____Startup" (the underscores are one-character wildcards in DWH, 6 of them getting you past the variable prefix). If all, including older, startup codes were desired, "Activity Title contains Startup" would be the qualification to use.

If the unit desired to pull/aggregate all codes for the PI in a report, they need only include at least the PI's last name in their other codes' titles, or individually list them in the query (as many now do anyway)

If one wanted to see who's startups are coming up for expiration, the [FY expires] portion of the title provides the searchable key

For a PI who has a staggered startup covering several years, the [FY expires] portion provides separation while the rest of the title provides continuity NOTE: the drawback for the PI is having to remember/sort multiple codes for his transactions

*confirmed by
Dought
4-9-12*

DEPARTMENT CODES FOR STARTUP ACTIVITY CODES:

ON CAMPUS

- A Animal Sciences
- B Botany, Plant Pathology
- C Crop and Soil Science
- D Ag. Ed.
- E Biological and Ecological Engineering
- F Food Science
- G Ag and Resource Economics (letter G here instead of Greenhouse)
- H Horticulture
- K Ag Communications
- M Microbiology
- S Statistics
- T Environmental and Molecular Toxicology
- Y Chemistry
- W Fisheries and Wildlife
- V Oregon Wine Research Inst.
- P Integrated Plant Protect Ctr.
- R Bioresources Research

OFF CAMPUS

- A COMES - Astoria
- B Burns
- G Central Oregon
- P Columbia Basin
- F Food Innovation Center
- H Hermiston
- K Klamath Basin
- M Malheur
- R Mid-Columbia Basin
- N North Willamette
- W Marine Mammal Inst.
- Y Hatfield Marine
- C CIMRS
- T COMES - Newport
- S Southern Oregon
- U Union