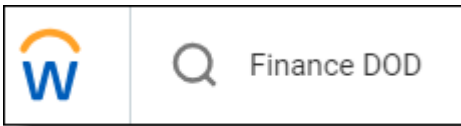


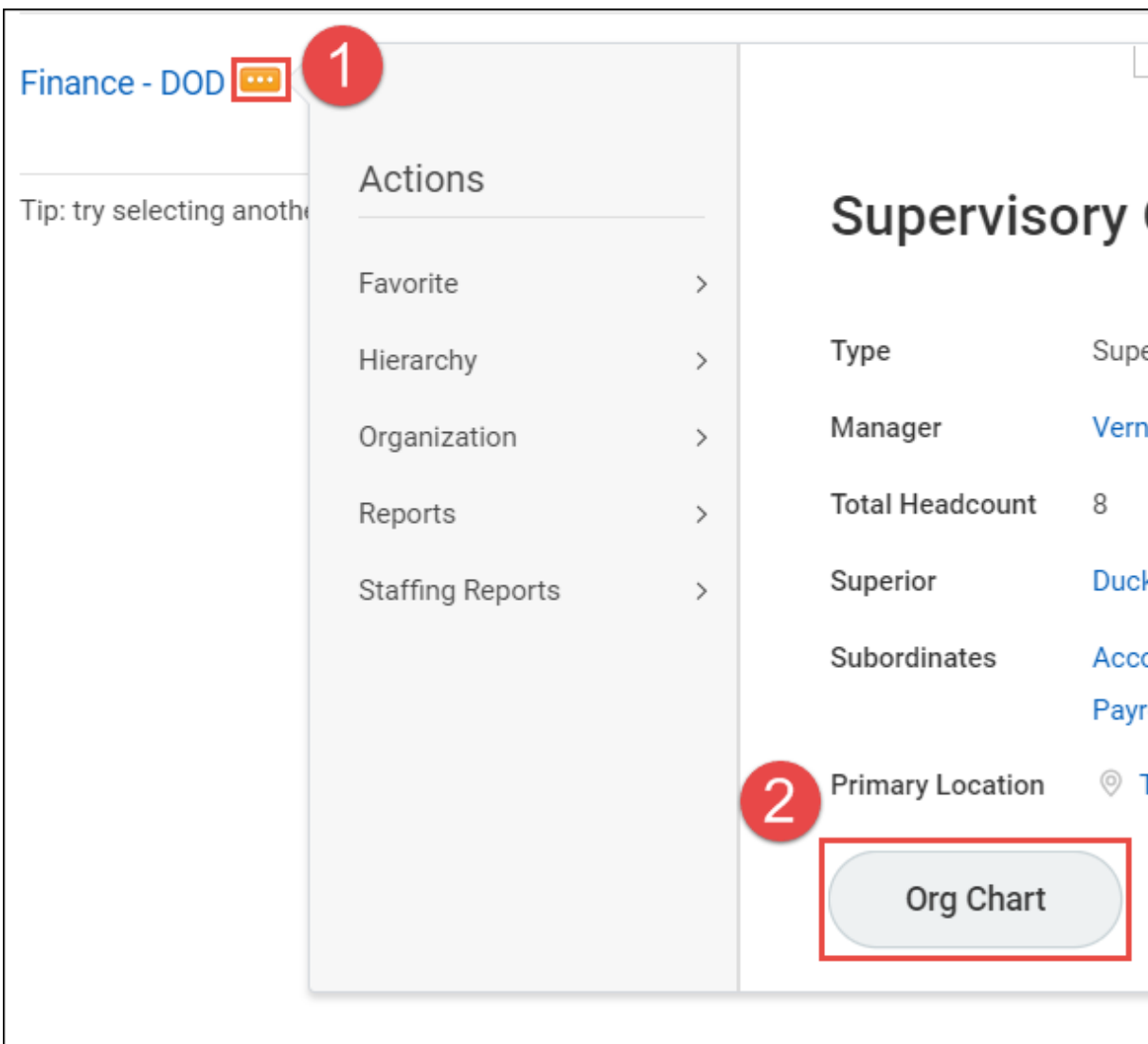
Creating a Subordinate Organization

This Job Aid will walk you step by step on how to create a subordinate organization.

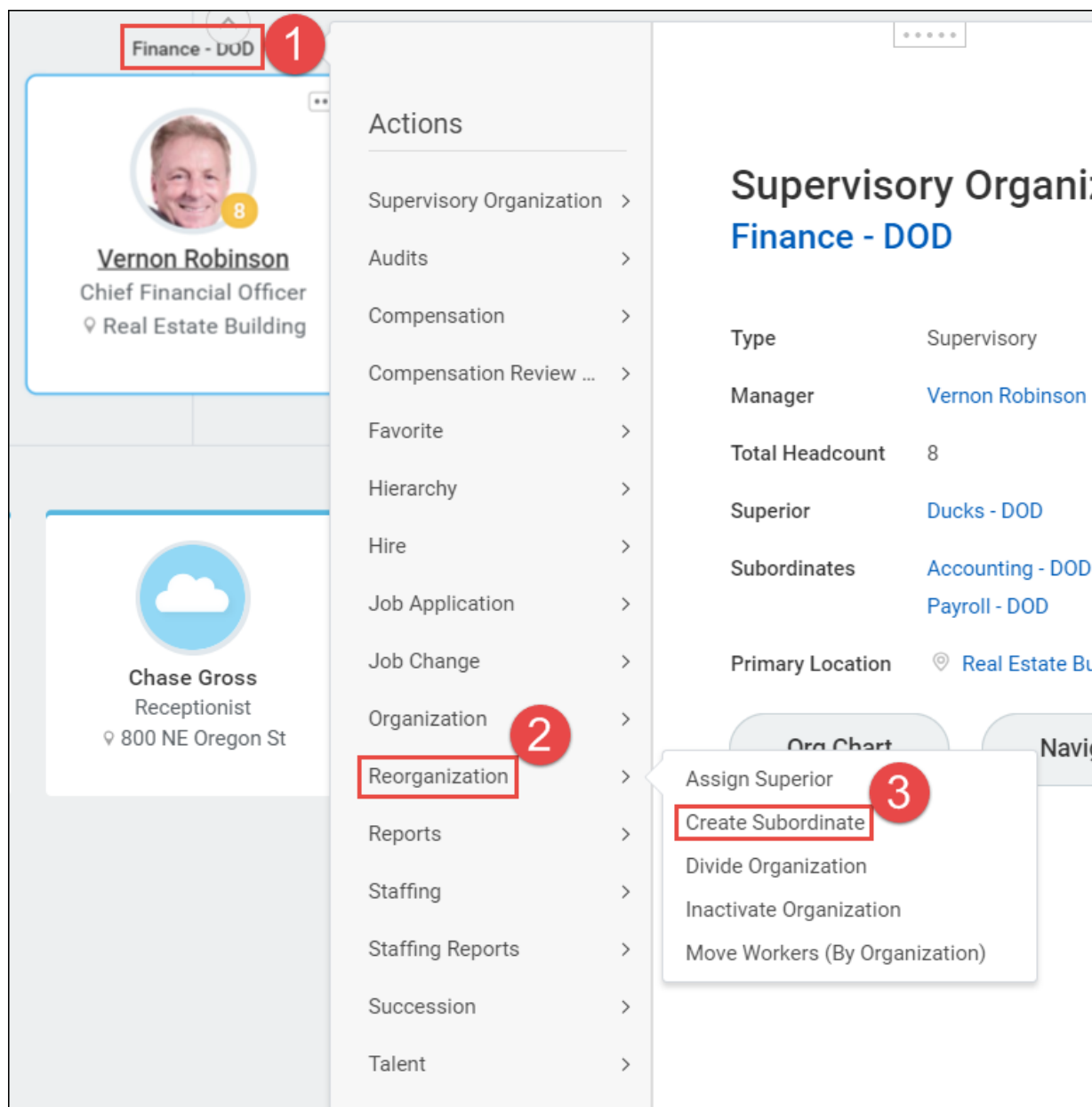
Step 1: In the *Search Bar*, enter the organization that will be superior to the organization you are creating.



Step 2: **Click** on the *Related Actions Brick* (1), then **click** on *Org Chart* (2).



Step 3: **Click** the organization name (1), to open the related actions menu. From the related actions menu click *Reorganization* (2), followed by *Create Subordinate* (3).




Step 4: **Enter** an effective date (note: the effective date defaults to the current date.). **Click** OK to continue.

Step 5: **Enter** availability date (1), **enter** the organization name (2), **select** the *Organization Subtype* (3). **Click** Submit to continue.

Step 6: **Click done** to complete the process.

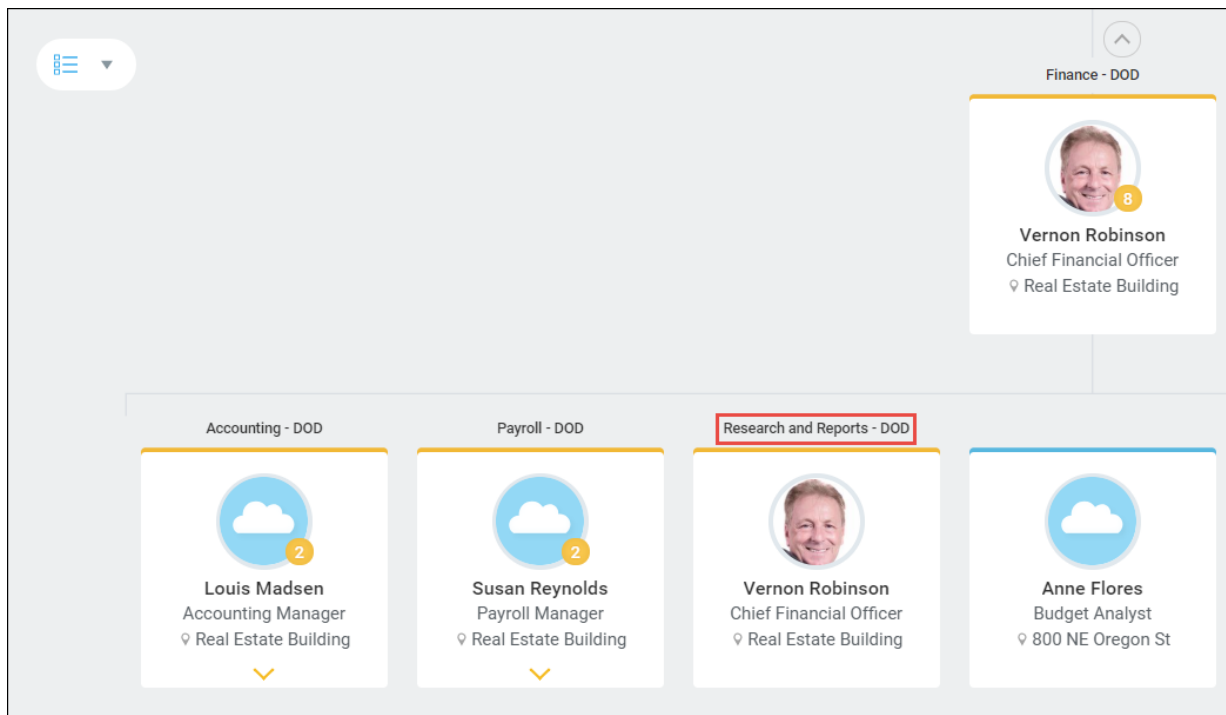
You have submitted
Create Subordinate: Research and Reports - DOD on 06/28/2018 [Actions](#)


Process Successfully Completed

> **Details and Process**

[Done](#)

This will take you back to the *Org Chart*, where you can now see your new subordinate organization.



The screenshot shows an organizational chart interface. At the top right, a card for 'Finance - DOD' features a profile for Vernon Robinson, Chief Financial Officer at the Real Estate Building. Below this, four department cards are displayed: 'Accounting - DOD' with Louis Madsen (Accounting Manager, Real Estate Building); 'Payroll - DOD' with Susan Reynolds (Payroll Manager, Real Estate Building); 'Research and Reports - DOD' with Vernon Robinson (Chief Financial Officer, Real Estate Building); and an unnamed department with Anne Flores (Budget Analyst, 800 NE Oregon St). The 'Research and Reports - DOD' card is highlighted with a red border.



Note: Anytime you complete an org action you will be taken back to the last org that you started in.