

Instructions for MIT Entity Ownership Matrix

Description	The MIT Entity Ownership Matrix contains information about all of the entity types shown on the Enterprise Conceptual Data Model.
Version	0.1
Worksheet Definitions	
Contact Information	Entity Ownership Matrix; see above
Column Definitions	
Entity	Details the name of the Entity.
Class	Details the class for the entity. In some cases entities are broken down further in to classes, in order to show that different systems have primary responsibility for different segments of an entity.
Definition	Details the purpose of the entity.
Primary System	Details the the primary system responsible for maintaining the data related to that entity

MIT Entity Ownership Matrix

<i>Entity</i>	<i>Class</i>	<i>Definition</i>	<i>Primary System</i>
Administrative Department		In HR terms this is the single DLC responsible for performing the administrative functions such as parking and OPA. For faculty and non-faculty ranks this is the DLC of the appointment with the highest percent effort; if individual has two appointments with 50/50 effort, the DLC will be programmatically selected. If this logic does not produce the correct Administrative Department, the DLC administrator may request a DLC override.	SAP HR
Appointment	All	The intersection of a Person, Position and Organization. Currently not captured in the SAP system of record. There are 4 types of appointments: primary, dual, joint, and additional). See attached document.	Data Warehouse
Appointment Department/s		In HR terms this is the DLC that appoints an individual. There may be one or more appointment departments depending on whether an individual holds one or more appointments.	SAP HR
Budget	All		Nimbus (Moving to SAP)
Chair	All	A chair provides partial or full salary support for a faculty member. It may provide discretionary funds for the faculty member holding the chair. These funds may come from the Institute, a school, or an external donor. Chairs may be rotating term chairs (developmental for junior faculty) or non term chairs (as long as the faculty member is at MIT).	SAP HR
Company	All	In financial terms it shows which "company" a cost collector is attached. MIT uses separate "companies" in SAP to differentiate financial transactions for different legal entities with differing business rules or reporting requirements. There are currently three company codes, "CUR" for main campus, "TECR" for MIT's alumni magazine, <i>Technology Review</i> , and "LCP1" for Lincoln Laboratory.	SAP
Cost Object	All	There are three types of cost objects: Cost Center, Internal Order, and WBS (Work Breakdown Structure) Element. A Cost Center is a general or operating account. Cost Centers are budgeted on the fiscal year. Internal Orders are non-sponsored Fund Account (e.g., funding from the MIT Provost or gifts). They are not tied to the fiscal year and may or may not have budgets and/or receive interest income. A WBS Element is a sponsored account (carrying a 4-digit sponsor code, e.g., a corporate fellowship program, research grant, or contract). These cost objects are used to track expenses for a particular activity.	SAP
Course (Major)	All		SIS
Course Content	Offline Delivery		
Degree	All		SIS
Directory Department Override		In HR terms this is the DLC that will appear in the directory for the person. The directory department default is the DLC where the person holds a salaried appointment. If the person holds multiple salaried appointments, the directory department default is the administrative department. If the default DLC is not correct, an override DLC may be entered.	SAP HR
Fellowship	All		SIS
Gift	All		Advance
Hazard	All		EHSWeb

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<i>Entity</i>	<i>Class</i>	<i>Definition</i>	<i>Primary System</i>
Job	All	A job is the generic description or classification of a position. Many specific positions can link to a job. For example: There is one job code for an administrative officer (AO) but many specific positions (i.e., AO for Biology or AO for Ocean Engineering).	SAP HR
Organization	All	An Organizational Unit is a School, Department, Lab, Center or Division.	SAP HR
Person		An individual that has some affiliation with MIT.	
Position	All	A position is a specific (individual) employee assignment. A position has descriptive data attached to it, such as titles (official job title and position title), a specific description of responsibilities and skills (posting description), and a job code. Positions can be filled by a person; unoccupied (vacant); unoccupied and being recruited for; or cancelled. In SAP, a unique position is created for every "slot", occupied or not, within the Organizational Unit. Positions exist independent of the employee. Any position-related data are attached to the position, and individual employees who move into that position inherit those data. When they leave the position, they leave behind both the position and position-related data.	SAP HR
Primary Investigator	All	Primary Supervisor of a sponsored research project.	COEUS
Profit Center	All	A financial organizational unit in which cost objects are grouped.	SAP
Project	All	In financial terms Research Projects are WBS Elements. A WBS Element is a sponsored account (carrying a 4-digit sponsor code, e.g., a corporate fellowship program, research grant, or contract).	SAP
Property	All	Property is either physical, intellectual. It is owned, partially owned or leased by the Institute.	TLO, ILP, Property
Proposal	All	In terms of a research project it is a document submitted to a potential sponsor outlining proposed research to be done, and the personnel, materials, methods, space and cost for doing it.	COEUS
Section	All		
Space	All		
Sponsor	All	A state, local, national, or foreign government, a non profit foundation, or a for profit organization.	COEUS
	Online Delivery		
	Alumnus	MIT Graduate	Advance
	Applicant		SIS
	Employee	A person that has a paid or unpaid appointment.	SAP HR
	Faculty	There are 2 types of faculty members at MIT. They are tenured track and non tenured track. Tenure Track faculty have or are eligible for tenure and have academic responsibilities in academic departments. Examples of non tenure track faculty include professors or the practice and coaches and they are not eligible for tenure.	SAP HR
	Student	An individual that has registered or is eligible to register for classes.	SIS