

PeopleSoft Department & Location Codes

Departments

4 digit code

0 + 3 digit cost center = Sites/Schools

5 + 3 digit cost center = Central Offices/Programs

8 + 3 digit cost center = Central Food Services

Department Examples:

School: University City High School is 0355.

Central Office: The Budget Department is 5526.

Central Food Services: Food Services Catering is 8804.

Locations (aka Assignment Locations)

5 digit code

0 + 3 digit cost center + A = Sites/Schools

0 + 3 digit cost center + F = Food Service Kitchens (at sites)

5 + 3 digit cost center + A = Central Offices/Programs

8 + 3 digit cost center + A = Central Food Services

Location Examples:

School: University City High School is 0355A.

Food Service Kitchens: University City High School Kitchen is 0355F.

Central Office: The Budget Department is 5526A.

Central Food Services: Food Services Catering is 8804A.