

Viewing and Entering Combination Codes/ChartField Strings

In HRMS, a combination (combo) code is used to represent salary and fringe ChartField strings that are set up in the financial system's general ledger for the purpose of entering or adjusting salary distributions on various HRMS pages.

The look and feel of the HRMS pages that contain combo code information have been revised to provide end users with a choice of entering and viewing either a combo code or a financial ChartField string on the following pages:

- *Earnings Distribution*
 - Workforce Administration > Job Information > Job Data [Earnings Distribution]
- *Distribution Correction*
 - Workforce Administration > Job Information > UM Job > UM Distribution Corrections [Earnings Distribution]
- *Pay Entry & Display Pay Entry*
 - Workforce Administration > Job Information > UM Job > UM Pay Entry > [Pay Entry UM] or UM Display Pay Entry
- *Additional Pay (includes Inquiry)*
 - Workforce Administration > Job Information > UM Job > UM Additional Pay [Distribute Add Pay UM]
- *Historical Salary Adjustments (includes inquiry)*
 - UM Financial Transactions > UM Salary, Fringe, Adjustments:
 - UM HSA - Enter (includes HSA Justification tab)
 - UM Salary Distribution

New page format:

The screenshot shows the 'Enter Multi Rates' page in HRMS. At the top, there is a search bar with 'Find | View All' and a status indicator 'First 1 of 1 Last'. Below this is the 'Effective Date' field set to '12/31/2010' and a 'Retrieve Combo Code' button. The main form area contains several fields: 'Combo Code' (1000100840000084581), 'Earn Cd' (REG), 'Hours' (80.00), 'Percent' (100.000000), and 'Encumb' (R). Below these are fields for 'Fund' (1000), 'DeptID' (10084), 'Program' (20889), 'Project', 'Account' (700501), 'Fin EmplID', 'Chartfield 1', 'Chartfield 2', and 'Cost Share'. A 'Totals' row at the bottom shows '80.00' for Hours and '100.000000' for Percent.

The pages now contain both a combo code and a ChartField string ribbon. The ribbon is comprised of the following ChartField values: Fund, DeptID, Program, Project, Account, Fin EmplID, ChartField 1, ChartField 2, and Cost Share. PCBU and Activity are not included in the ribbon because they are inferred when a Project value is used.

Each ChartField has its own lookup functionality.

The <View ChartFields> button has been replaced with a <Retrieve Combo Code> button which retrieves the combo code based on the 9 ChartField values entered.

Entering a Combo Code

Option 1

If the end user has a combo code, it can be entered directly into the combo code field.

Combo Code
1000100840000084581

Option 2

If only the Fund and DeptID are entered, click the look-up icon  to search for the remaining ChartField values and to find the complete combo code.

Combo Code
100010084

After finding and selecting the correct combo code, it will populate into the Combo Code field.

Finish the entry by completing the Earnings Code, Hours (or Amount depending on employee type), Percent, and Encumbering fields.

Combo Code	Earn Cd	Hours	Percent	Encumb	Retrieve Combo Code
1000100840000084581	REG	80.00	100.000000	R	

ChartField String Population

Tabbing out of the combo code field will populate the ChartField string ribbon below the Combo Code field.

Or, click <Retrieve Combo Code> and the Chartfield string will automatically populate in the ribbon.

Fund	DeptID	Program	Project	Account	Fin EmplID	Chartfield 1	Chartfield 2	Cost Share
1000	10084	20889		700501				

Entering ChartField String Values

If the end user has the ChartField string values, they may be entered into the 9 respective fields.

Combo Code	Earn Cd	Hours	Percent	Encumb					+ -
<input type="text"/>	REG	80.00	100.000000	R	Retrieve Combo Code				
Fund	DeptID	Program	Project	Account	Fin EmpID	Chartfield 1	Chartfield 2	Cost Share	
1000	10084	20889	<input type="text"/>	700501	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- All 9 ChartField values will be evaluated separately in order to match a valid combo code.
- If no matching combo code is found, an error message will display:
 - "No valid combo code found for the ChartField values entered."
 - If this error message occurs, values will need to be re-entered and/or verified by the end user or accountant.
- Upon saving, the combo code will populate based on a valid ChartField string entry.

For any of the ChartField values, the look up icon  may be clicked to display possible values.

Example of Fund Value Lookup:

Look Up

Look Up Fund

SetID:

Fund Code: begins with

[Basic Lookup](#)

Search Results

View 100	First	1-229 of 229	Last
Fund Code	Description		
1000	State Appr. Tuition and U Fee		
1020	UMHC Other Unrestricted		
1023	Clinical Services		
1024	Indirect Cost Recovery		
1025	Uncollectible Costs Sponsored		
1026	Other Unrestricted		

Notes

- The Account field is auto-populated based on the Job Code in Job Data. However, it is editable if appropriate.
- If program and project are both populated with valid values, the Cost Share field will default to "CS."
- Any existing rows with combo codes will display ChartField string values in the ChartField ribbon.

View Only Access and Pages

The following view-only pages are also affected by the new format:

- UM Display Pay Entry
- UM HSA-View Credits and Debits tabs
- UM Salary Distribution

Example of UM Display Pay Entry

Company: UMN Pay Group: PAY Status: Active
 Comp Frequency/Rate: Hourly / 10.000000
 Department: 10084 Organizational Effectiveness
 Job Code: 2782 Clerical/Admin Supp-Intrmd Lvl
 Period Ending Date: 01/15/2012 PRIOR PERIOD

Empl Type: Hourly
 Pay Period Hrs: 0.02

Other Pay Rates Find | View All First 1 of 1 Last

Combo Code	ERNCD	HOURS	HRLY RATE	AMOUNT
Earnings Begin Dt: 01/02/2012 Earnings End Dt: 01/15/2012		User: ANDER059		
1000100840000110449	URG	32.00	10.000000	
Fund	DeptID	Program	Project	Account
1000	10084	20889		700402