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:

![Combo Code Entry Form](image)

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 Input Field]

**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 Input Field]

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.

![Salary Entry Fields]

**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.
Entering ChartField String Values

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

- 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 Fund**

SetID: UMFIN

Fund Code: begins with

Look Up | Clear | Cancel | Basic Lookup

**Search Results**

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>State Appr. Tuition and U Fee</td>
</tr>
<tr>
<td>1020</td>
<td>UMHC Other Unrestricted</td>
</tr>
<tr>
<td>1023</td>
<td>Clinical Services</td>
</tr>
<tr>
<td>1024</td>
<td>Indirect Cost Recovery</td>
</tr>
<tr>
<td>1025</td>
<td>Uncollectible Costs Sponsored</td>
</tr>
<tr>
<td>1026</td>
<td>Other Unrestricted</td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Company: UMN</th>
<th>Pay Group: PAY</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Frequency/Rate: Hourly / 10.000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department: 10084 Organizational Effectiveness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Code: 2782 Clerical/Admin Supp-Intmd Lvl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Ending Date: 01/15/2012 PRIOR PERIOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empl Type: Hourly</td>
<td>Pay Period Hrs: 0.02</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>ERNCD</th>
<th>HOURS</th>
<th>HRLY RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Begin Dt: 01/02/2012</td>
<td>Earnings End Dt: 01/15/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000100840000110449</td>
<td>URG</td>
<td>32.00</td>
<td>10.000000</td>
<td></td>
</tr>
<tr>
<td>Cost Share</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>DeptID</td>
<td>Program</td>
<td>Project</td>
<td>Account</td>
</tr>
<tr>
<td>1000</td>
<td>10084</td>
<td>20889</td>
<td>700402</td>
<td></td>
</tr>
</tbody>
</table>