**Assigning Combination Codes (Combo Codes) Page 1**

**FUND 0010 DEPARTMENTS**

**For hard dollar accounts in unrestricted non-general fee fund** (0010) the combo code is the 4 digit department number (example Budget Office is 3546) followed by the 4 digit salary account number (for example 0110, 0120, 0130, 0115, 0125, 0135).

A full-time staff person in the Budget Office would therefore have a combo code of 35460110.

**For grant accounts (restricted accounts) where the fund is 02xx, such as 0220 or 0240,** the first part of the combo code is the grant IDand the second part of the combo code is the 4 digit salary account number (for example 0110, 0120, 0130, 0115, 0125, 0135).

**NOTE:** The old grant IDs had a portion of the name of the principal investigator as part of the grant project ID, such as LOCKV04.

 Newer grant IDs are all numbers, such as 200000332.

In the grant ID example above, a part-time classified person working on LOCKV04 would have a combo code of LOCKV040135. A full-time staff researcher working on the grant 200000332 would have a combo code of 2000003320110.

**For gift accounts precede the numbers with the letters ‘GFT’,** followed by 5 digit class number (such as 52022), and followed by the 4 digit salary account number.

For this gift, a part-time staff person being charged to the gift would have a combo code of GFT520220115.

**For cost share accounts (hard dollar accounts tied to a grant)**

*For older grants that have a name in the grant ID* (such as LOCKV04) the combo code starts with the letters **‘CS’**, followed by the grant ID, and followed by the 4 digit salary account number. Example CSLOCKV040110.

*For new grants that are just numbers* the combo code starts with the number **‘8’**, followed by the grant ID (such as 200000355), and followed by the 4 digit salary account number. Example 82000003550110.

**Assigning Combination Codes (Combo Codes) continued Page 2**

**For lab fee accounts** (lab fee accounts tied to academic departments that generate income from student fees), precede the numbers with **‘LAB\_FEES’,** followed by the 4 digit department number (example Chemistry Dept is 0255) followed by the 4 digit salary account number.

A part-time employee in Chemistry being paid on the Lab\_Fees account would have a combo code of LAB\_FEES02550115.

**FUND 0011 and 0111 DEPARTMENTS**

**For hard-dollar accounts in unrestricted general fee (0011 or 0111)**, the combo code is the 4 digit department number (example Men’s Soccer 7601), followed by the digit 1, and followed by the 4 digit salary account.

A full-time coach in Men’s Soccer would have a combo code of 760110110. (The extra 1 differentiates the combo codes for unrestricted auxiliary general fee funds in fund 0011 or 0111 from the combo codes for unrestricted non-general fee funds in fund 0010.)

**FINDING COMBINATION CODES IN PEOPLESOFT**

You can look up a combination code in PeopleSoft to see if it exists. Follow the path below:

Main Menu / Setup Up HRMS / Product Related / Commitment Accounting /

 Budget Information / Combination Code Table

On the GL Combination Code Line input the combination code you wish to verify OR you may input a partial code (such as a department number or a grant number) with a % to get all combination codes in that area.

If the combination code you need to use does not exist you must contact Annie Hanks in Controllers via email to request the combination code be set up.

When using combination codes, especially codes for grant or gifts, you must verify the combination codes existence before you can use that combination code on a posting or contract.