Account Code Mapping
Last Updated: April 2024

Account Codes used in Core-CT HRMS, map to Chart of Account combinations in the Financials system.

Each Account Code is specific to a Department and a combination of select Chartfields. This enables the State to identify and assign Chart of Account overrides that are specific to a task or earnings that an employee receives.

(Please Note: Use the following link to request an addition, modification, and/or deletion of any number of Chartfield values: http://www.core-ct.state.ct.us/financials/chartfield/Default.htm)

The following list details the Account Code breakdown in Core-CT:

- If the project Chartfield does not contain a NON_PROJECT value, then the Account Code is as follows:
    - Bytes 1 – 8 are the Department ID (full value)
    - Bytes 9 – 15 are a derived value of bytes 4 – 10 of the Project
    - Bytes 16 – 21 are the bytes 1-6 of Chartfield1 which is mapped to the Operating Unit field on the Chartfield sub record
    - Bytes 22 – 25 are a sequential number

- If the Department ID Chartfield is CSU or CCC, the Account Code is as follows:
    - Bytes 1 – 8 are the Department ID (full value)
    - Bytes 9 – 15 are the full Chartfield2 value
    - Bytes 16 – 25 are a sequential number

- If the Project Chartfield contains a NON_PROJECT value, then the Account Code is as follows:
    - Bytes 1 – 8 are the Department ID (full value)
    - Bytes 9 – 13 are the Fund (full value)
    - Bytes 14 – 18 are the Class/SID (full value)
    - Bytes 19 – 25 are a sequential number

Note: Please follow the steps below when creating, updating, or deleting Chartfield values:

1. Structure Request used for creating and updating Chartfields for Fund, SID, Department, Program, Chartfield1, and Chartfield2.
2. Payroll Account Code Request Form for HR Payroll Account Codes. Payroll Account Codes need to be submitted *after* the Structure Request is approved.
3. Please visit https://www.core-ct.state.ct.us/financials/chartfield/Default.htm for related Job Aids for Structure Requests.