

Creating HRMS Combination Codes and their Use as a Payroll Funding Source

Combo Code Creation and Use as Payroll Funding Source

Last Updated: April 24th, 2024



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Purpose:

This document is intended to be an overall job aid to assist agency human resources, payroll and financial personnel in understanding the information, processes and tools used in the creation of combination codes and how those combination codes are used as a funding source for payroll expenditures. Information is also provided on the tools that can be used by agencies to analyze payroll related data.

Understanding the data

The following section provides a reference point to help understand the connection points between the HRMS and Financials applications. The listing below covers the major points that span the creation of combination codes to sending journals and outbound interfaces.

Creating Combination Codes:

The first step in the creation of Combination Codes is the request by an agency to use a distinct (unique) new combination of chartfields for payroll purposes. Requests for new combinations are submitted on line to the OSC/COA (Chart of Accounts) Maintenance team using the Payroll Account Request Form. For more information on how to make a request, refer to the User Productivity Kit (UPK) for Payroll Account Code Requests located under the Help tab in Core-CT.

It is essential to give as much lead time as possible in the creation of combinations to ensure that the information is available when needed.. The process of creating combination codes occurs daily throughout the fiscal year. **It is important to note, however, that combination codes are not created beginning on approximately May 31st through the last week of June while fiscal year end processing is underway.**

HRMS Combination Codes must point to an existing budget in financials. No combo codes will be built where a budget does not exist. If any existing combo codes do not point to a valid budget, they will create a negative budget in the payroll posting process. Agencies will be contacted regarding these invalid entries to move expenditures to valid budgets.

Once the requested combinations are entered into the Financials application, the data is transmitted to the HRMS application during that day. A batch process then runs each night that takes this information to build the requested combination code. This process, the Combination Code Build, will **always** generate a new Combination Code for every new combination of chartfields. Each distinct combination of chartfields has one unique Combination Code.

The following list details the standards or logic used to create the combination codes in the HRMS application.

If the Department ID chartfield is CSU or CCC:

Bytes 1 – 8 Department chartfield

Bytes 9 – 16 full Chartfield2 value
Bytes 17 – 25 sequential number

Department ID chartfield is DOT and

If the Project chartfield contains the NON_PROJECT value: Bytes

1 – 8 Department chartfield
Bytes 9 – 13 “-NON-“
Bytes 14 – 16 bytes 4 – 6 of Chartfield1
Byte 17 “_“
Bytes 18 – 22 bytes 1-5 of Program Code
Byte 23 “_“
Bytes 24 – 25 sequential number

Department ID chartfield is DOT and

If the Project chartfield does **NOT** contain the NON_PROJECT value:

Bytes 1 – 8 Department chartfield
Byte 9 “_“
Bytes 10 – 13 bytes 4-7 of the Project chartfield
Byte 14 “_“
Bytes 15 – 20 bytes 8-13 of the Project chartfield
Byte 21 “_“
Bytes 22 – 23 bytes 1 – 2 of Chartfield1
Bytes 24 – 25 sequential number

If the Department ID chartfield is not DOT, CSU, CCC or Fund chartfield in 22002 and the Project chartfield contains a NON_PROJECT value:

Bytes 1 – 8 Department chartfield
Bytes 9 – 13 Fund
Bytes 14 – 18 Class/SID
Bytes 19 – 25 sequential number

If the Department ID chartfield is DEP and the Project chartfield does NOT contain the NON_PROJECT value:

Bytes 1 - 8 Department chartfield
Byte 9 ' - '
Bytes 10 - 16 bytes 9-15 of the Project ID
Byte 17 ' - '
Bytes 18 - 23 bytes 1-6 of Chartfield1 which is mapped to the Operating Unit field on the Chartfield sub record
Bytes 24 - 25 sequential number

If the Department ID chartfield is DAS and the Project chartfield begins with DASX:

Bytes 1 - 8 Department Chartfield (characters 1-8)

Bytes 9 - 16 Project Id (characters 5-12)
Bytes 17 - 22 Chartfield1 (characters 1-6)
Bytes 23 - 25 sequential number

If the Department ID chartfield is DAS25 and the Project chartfield does not begin with DASX and the Project chartfield ID does NOT contain the NON_PROJEC value:

Bytes 1 - 8 Department Chartfield (characters 1-8)
Bytes 9 - 16 Project Id (characters 4-11)
Bytes 17 - 24 Chartfield2 (characters 1-8)
Byte 25 sequential number

For all agencies using the Project ID field except those noted above:

If the Department ID chartfield **is not** DOT, DEP, DPW, CSU or CCC and the Project chartfield does NOT contain the NON_PROJECT value:

Bytes 1 – 8 Department chartfield
Bytes 9 – 15 bytes 9-15 of the Project ID
Bytes 16 – 21 bytes 1-6 of Chartfield1 which is mapped to the Operating Unit field on the Chartfield sub record
Bytes 22 - 25 sequential number

Special note on effective dating – The Combination Code Build process will set the effective date of the new combination equal to start of the pay period not yet processed. If a different effective date is needed, the agency must specify that on the request form. It should be noted that requests to change the effective date of Combination Codes take longer to process since additional manual steps must be performed by the HR team. ***Please be aware that if you attempt to select a Combination Code on a date in the past without asking for the combination to be set back to that effective date it will appear that the Combination Code is not available.***

In the example Combination Code displayed below, the values displayed **above** the Chartfield Detail bar are values that exist only in HRMS. All of the values displayed **below** the Chartfield Detail bar (except Account) are the actual chartfield values from financials. Not all Chartfield values are required to be used when building combo codes. Required values are: Department ID(financial), ProjectID, Fund Code, Program Code, SID(Class) and Budget Reference. Agencies also may utilize the Chartfield 1, Chartfield 2, and Chartfield 3 values or all values in addition to the required values. See the descriptions provided by OSC at: <http://www.osc.state.ct.us/StateAcct/chartfields/index.html> for a more complete description of the criteria relating to chartfield values, from the State Accounting Manual.

Navigation :

Nav Bar > Menu > Core-CT HRMS > Set up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table

Combination Code Table

Set ID STATE
GL Combination Code AES480101010001XXXXXXXX0001

Combination Code Detail 🔍 | < | > | 1 of 1 | View All

*Effective Date: *Status: +

*Description: Valid Value

Short Desc:

ChartField Detail

Account :	50600
Department :	AES48010
Project/Grant :	AES480001010001
Product :	
Fund Code :	11000
Program Code :	14000
SID :	10010
Affiliate :	
Operating Unit :	
Alternate Account :	
Budget Reference :	
Chartfield 1 :	
Chartfield 2 :	
Chartfield 3 :	

The **Account** value is defaulted in all Combination Codes as 50600 and is displayed that way in all HR transactions that use the combination code. The account value is a financial value which describes either expenditures or revenues. In HR, it always describes an expenditure. When payroll transactions are distributed to financials each pay cycle, the charges associated with each Expenditure Account are detailed and totaled. At that time, these payroll expenses are mapped to the correct Account value and are retained in the Actuals Distribution tables for each employee.

The last section in this job aid describes in detail how the system maps employee payroll expenses to these account values and lists many of the expenditure accounts.

1. Linking Combination Codes to Positions

Once a combination code is created, it can be used as a funding source for payroll purposes. When creating a new position or altering an existing position within the HRMS application agency users will be required to select the funding source on the Position Data Combination Code page. A single funding source (or Combination Code) can be used on a single position or for many individual positions or multiple funding sources may also be associated with a single position based on a percentage allocation. The Combination Code(s) chosen for a position is loaded to the Department Budget Table and serves as the default funding source for all payroll costs unless a different Combination Code is specifically selected when time is being entered on the Timesheet page or when payroll costs are entered in Additional Pay. This is considered an override of the default funding source. (See below for more information on overrides.)

The Agency Position Specialist navigates to:

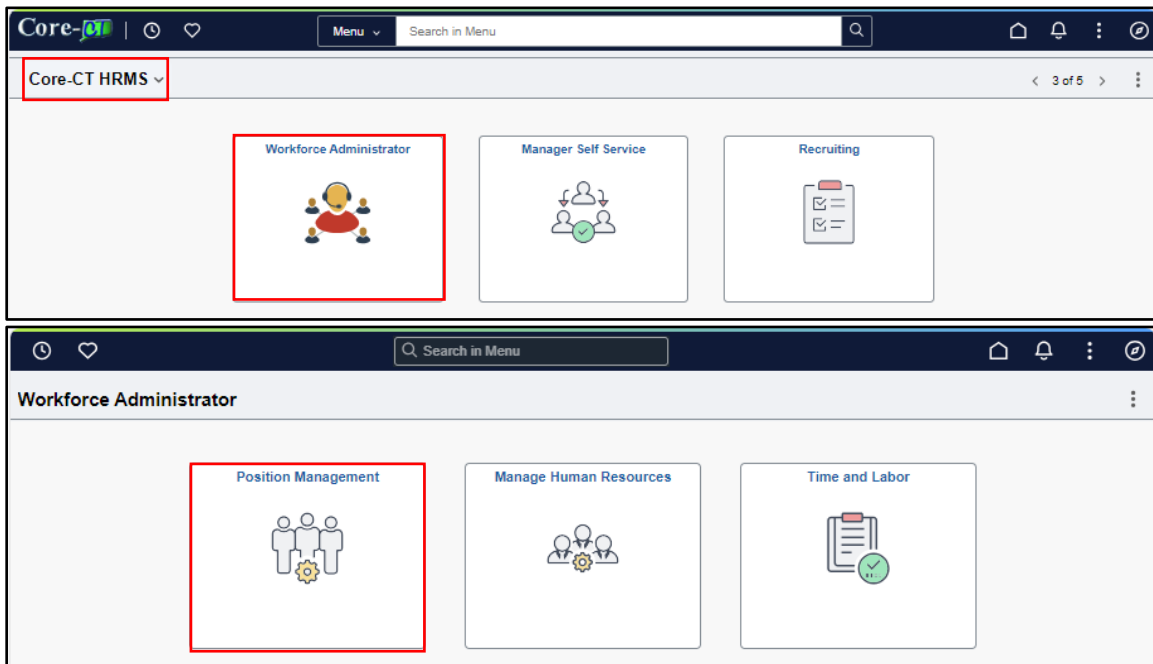
Fluid Dashboard

Select Core-CT HRMS

Select Workforce Administrator Tile

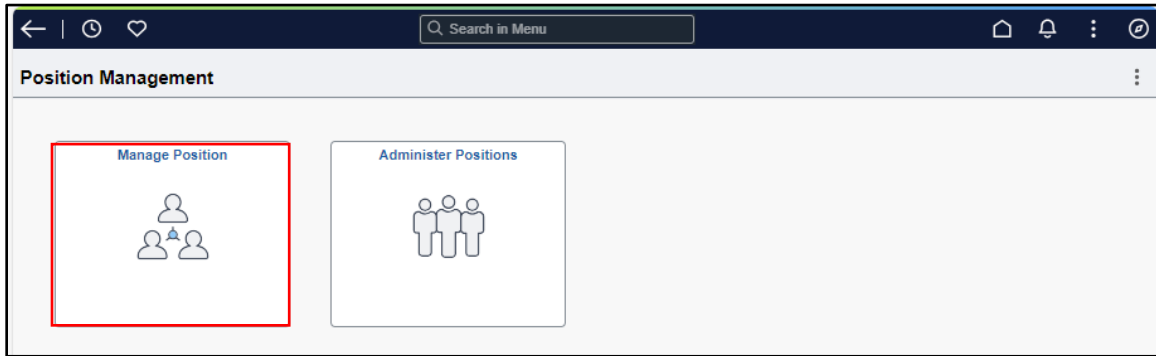
Select Position Management Tile

Select Manage Position Tile



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Click the “Next” button until you get to the “Combination Code” page to access the screen shot below which displays a position which has a single funding source. The Percent of Distribution is 100.

Manage Position

Position Number 00003314
 Headcount Status Open
 Current Head Count 0 of 1

[< Previous](#) [Next >](#)

Step 4 of 6: Combination Code

Effective Date 04/24/2024 Reason Code
 Effective Sequence 0 Approval Status Not Available
 Status I Overall Budget Cap

Position Funding Details + -

*Combination Code DAS238201100010010

Account 50600 Department DAS23820
 Project/Grant DAS_NONPROJECT Product
 Fund 11000 Program Code 13003
 SID 10010 Affiliate
 Operating Unit Alt. Account
 Chartfield 1 Chartfield 2
 Chartfield 3 Budget Ref
 Fund Affiliate Oper Unit Affil

Funding End Date Percent of Distribution
 Budget Amount

Prior Approved Funding Distribution			New Funding Distribution		
Fund Code	SID	Percent of Distribution	Fund Code	SID	Percent of Distribution
11000	10010	100.000	11000	10010	100.000

The screen shot below displays a position which has two funding sources. In this example, each combination code has a percent of distribution of 50. Positions with split funding must total 100%. The chart at the bottom of the page shows the change from a single Fund/SID combination to the new split Fund/SID combination. The values entered in position data will populate the Department Budget Table as the default funding source when an employee is hired into the position at the start of their first pay period. When the projects costing application is being utilized, and position funding is set up

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with projects combination codes, users must make funding changes effective the start of the pay period.

Effective Date 04/24/2024 Reason Code PGC Position General Change
Effective Sequence 0 Approval Status Not Available
Status 1 Overall Budget Cap

Position Funding Details + -

*Combination Code DAS238201100010010

Account 50600 Department DAS23820
Project/Grant DAS_NONPROJECT Product
Fund 11000 Program Code 13003
SID 10010 Affiliate
Operating Unit Alt. Account
Chartfield 1 Chartfield 2
Chartfield 3 Budget Ref
Fund Affiliate Oper Unit Affil
Funding End Date Percent of Distribution
Budget Amount

Prior Approved Funding Distribution			New Funding Distribution		
Fund Code	SID	Percent of Distribution	Fund Code	SID	Percent of Distribution
11000	10010	100.000	11000	10010	100.000

Effective Date 05/01/2024 Reason Code PGC Position General Change
Effective Sequence 0 Approval Status Not Available
Status 1 Overall Budget Cap

Position Funding Details + -

*Combination Code DAS231101100010020

Account 50800 Department DAS23110
Project/Grant DAS000000020021 Product
Fund 11000 Program Code 14000
SID 10020 Affiliate
Operating Unit Alt. Account
Chartfield 1 Chartfield 2
Chartfield 3 Budget Ref
Fund Affiliate Oper Unit Affil
Funding End Date Percent of Distribution
Budget Amount

Prior Approved Funding Distribution			New Funding Distribution		
Fund Code	SID	Percent of Distribution	Fund Code	SID	Percent of Distribution
11000	10010	50.000	11000	10010	50.000

The Funding End Date field is used by agencies to indicate those funding sources which expire on different dates than the State Fiscal Year End (6/30). Positions which have grant or other funding which cannot be used after a certain date should be identified this way so funding can be updated at the appropriate time.

In the event an agency decides to inactivate Combination Codes, this should not occur until all active positions tied to that Combination Code have been linked to a new funding source. This also applies to Time and Labor and Additional Pay funding source overrides. Agencies should

ensure that these records are checked and all adjustments using these combinations have been made before submitting Combination Codes for inactivation to the COA Team. EPM queries will allow the records to be checked for the affected combination codes.

2. Building the Budget Record

Once the position has been approved and an employee has been hired into that position the system will build a budget record by populating the Combination Code by position onto the Department Budget table. This budget record serves as the default funding source for earnings, deductions, and taxes. This new budget record will be effective dated for the first pay period not yet processed after the hire occurs (previously vacant positions will load for the start of the pay period in which the hire occurs) or approval of position occurs (already filled positions). Proposed positions will not result in a change to the default funding record. Therefore, if the funding source is changed on a previously approved filled position, the change will not be processed until the position is approved again and will be effective for the next pay period.

3. Optional overrides of default position funding source via Timesheet or Additional Pay

In addition to the default funding source that exists on the position data record every agency has the option to override the funding for a specific employee via the Timesheet or Additional Pay pages. In Timesheet Data, this override is for a single pay period only and will not carry forward into future payments. If the combination code is overridden in additional pay for an earning, even with the end date, the combination code will carry forward to a new effective dated row. Agencies should always review the Job Information and Job Data Override in additional pay and remove the Combination code if funding should not be carried forward. Additionally, if only a portion of the earnings for a pay period are overridden at the point of time entry the remaining dollars will remain funded by the Combination Code from the position that the employee belongs to. When overridden in timesheet the override is done in time increments rather than percent of distribution. Therefore, if four hours of time is overridden with a particular combination code the remaining time will be divided in the percent of distribution assigned in position data.

TIMESHEET OVERRIDES

The Agency Time and Labor Specialist navigates to

- Fluid Dashboard*
- Select Core-CT HRMS*
- Select Manager Self Service Tile*
- Select Team Time Tile*
- Select Enter Time Tile*

to access the screen shots below. An override combo code has been entered in the combo code field. Normally this field is blank meaning that the funding will be defaulted from the position value. When overridden, it serves as the funding source for any specific hours recorded on that row of the timesheet.

The screenshot shows the 'Team Time' interface. At the top, it says 'Enter Time' and provides department and location information: 'Dept: Southern CSU | Loc: Philosophy | Hourly RT: 0.00'. There are navigation buttons for 'Previous' and 'Next'. Below this, a date range is shown: 'April 19, 2024 - May 2, 2024'. A 'View By' dropdown is set to 'Period'. The 'Scheduled' and 'Reported' times are both 0.00. A 'Submit' button is visible. Below the date range, there is a table with columns for 'Time Reporting Code', 'QuickFill', 'Override Reason Code', and 'Row Totals'. The table shows data for days 19 Fri, 20 Sat, 21 Sun, 22 Mon, and 23 Tue, with '0 of 0' hours reported for each. At the bottom, there is a row of input fields for 'REG', a dropdown menu, a search field (highlighted with a red box), and several numeric input fields with values like 8.00.

ADDITIONAL PAY OVERRIDES

The Agency Payroll Specialist navigates to: *Nav Bar > Menu > CORE-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay* to view the two screen shots provided below. The first shows Additional Pay using the **default** funding source (**Combination Code** is blank) and the second shows an **override** (**Combination Code** is entered). If the combination code is overridden in additional pay for an earning, even with the end date, the combination code will carry forward to a new effective dated row. Agencies should always review the Job Information and Job Data Override in additional pay and remove the combination code if funding should not be carried forward.

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Effective Date | < > 1 of 1 | View All

Effective Date

Payment Details | < > 1 of 1 | View All

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Hourly Rate

Hours Goal Balance

Goal Amount

Sep Check Nbr Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type	Excep Hrly	Standard Hours	35.00
Compensation Rate	\$4,494.200000	Frequency	Biweekly

Default Job Data

Position	00054809	
Business Unit	UNIVS	Colleges and Universities
Department	BOR85000	Southern CSU
Job Code	7847A1	SUProfr(10Months)
Combination Code		
GL Pay Type		
Shift	Not Applicable	

Job Data Override

Position

Business Unit

Department

Job Code

Combination Code

GL Pay Type

*Addl Shift

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Effective Date | < > 1 of 5 | View All

Effective Date

Payment Details | < > 1 of 1 | View All

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Hourly Rate

Hours Goal Balance

Goal Amount

Sep Check Nbr

Disable Direct Deposit
 Prorate Additional Pay
 OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type	Excep Hrly	Standard Hours	35.00
Compensation Rate	\$4,494.200000	Frequency	Biweekly

Default Job Data

Position	00054609	
Business Unit	UNIVS	Colleges and Universities
Department	BOR85000	Southern CSU
Job Code	7847A1	SUProfr(10Months)
Combination Code		
GL Pay Type		
Shift	Not Applicable	

Job Data Override

Position

Business Unit

Department

Job Code

Combination Code

GL Pay Type

*Addl Shift

Employees who have multiple jobs likely have multiple positions and multiple default funding sources. Each job is handled distinctly during the payroll processing. Therefore, an override to one job will not affect another job.

Overrides have an immediate and material impact on the distribution of deductions and taxes for the pay period. Keep in mind that prior period adjustments are processed in the pay period that immediately follows the entry of the data. In other words, if a user logs into the system in May 2024 and changes the Combination Code for a day in April 2024, that data will be processed by the next pay period in May 2024. However, the correction will not show in the "Actuals Distributions" process for the April 2024 pay period but rather in the pay period in May 2024 when the adjustment is made. The system will also

not return to the pay period in the past and redistribute the payroll that was processed in April 2024. Finally, always be certain to confirm that the Combination Code utilized to correct a prior transaction is **currently** active. *If the combination code is active for the prior pay period but NOT active in the pay period which is being processed THE CORRECTION OF COMBINATION CODES SHOULD NOT BE PROCESSED THROUGH PAYROLL. The correction should be made by Spreadsheet Journal adjustment in Financials.*

4. Payroll processing to confirmed checks

Every two weeks the Core-CT team will freeze the payroll data that is used to calculate and confirm the payroll. This freeze occurs on the final day of payroll processing when changes can only be made by Central Payroll directly on the payline (Thursday of non-pay week). As a result, all data related to payroll processing is also subsequently frozen on this day (Thursday of non-pay week). If an agency changes the funding of a position or overrides the Combination Code on the Timesheet or Additional Pay on that Thursday, the data will not be processed as part of that payroll cycle.

5. Actuals Distribution executed

Immediately after the payroll is confirmed the Actuals Distribution process is executed. This process follows a hierarchical set of rules to determine the funding source for each dollar for earnings, deductions and taxes across the entire State population. This process is the point where the actual **account** chartfield value is determined based on a specific set of rules that are both published as a stand alone document located at: http://www.core-ct.state.ct.us/hr/payroll/payroll_jobaids.htm and listed in the Supplemental Data section of this document. Once the distribution portion of this process is complete a second distribution process is executed to evaluate the funding source for fringe benefits. This process is designed to force employee fringe to distribute in the same proportions as the current period earnings for an employee.

Fringe Benefits are defined as all employer paid components of the paycheck. It is important to understand the calculation base for the payments. Health and Life payments are made based on flat rate grids that are published by the Comptroller's Benefits unit each year. These are fixed payments that do not vary based on the specific earnings of an employee for a single pay period. The retirement, unemployment compensation and FICA/Medicare amounts, while percentage based, are driven off the current period eligible earnings. As a result, when an employee has varying funding sources the amount of the actual fringe calculated will also vary in both amount and funding source. In Actuals Distribution, each different category of pay, each different funding source and when applicable each split month pay period will cause additional pages to be created to capture all the information for each different scenario. Users should be aware that this process does not always adjust all records completely when prior period adjustments are made. Some fringe amounts which were tied to override combo codes may not adjust in the same way as earnings for the employee. Further spreadsheet journal adjustments may be required to properly adjust fringe amounts after these adjustments are made.

Review Actuals Distribution

Review Actuals Distribution

Earnings | Deductions | Taxes

Company CT Pay Group 881 Pay End Date 06/12/2014
 Off Cycle Page 18 Line 2
 Empl ID Name

Earnings

Separate Check 0 Empl Record 2
 Earnings Code IntArbAw Amount 40.90

Distribution

*Fiscal Year 2014 *Period 12 Amount 35.06 + -

ChartFields

Combination Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
DOC8825111000100100000002	50740	DOC88251	DOC_NONPROJECT		11000	25002

Department DOC88000 Currency USD
 Job Code 2274SC Position 00088745 Position Pool ID

In the screen shot above a portion of the Actuals Distribution screen found at *Nav Bar > Menu > Core-CT HRMS > Payroll for North America > Payroll Distribution > Commitment Accounting USA > Review Actuals Distribution* by the Agency Payroll Specialist is provided. In this example, the Account value has been mapped by the distribution process and these earnings are mapped to Account 50110 – Salaries and Wages for Full Time/Permanent employees.

6. Outbound interface to General Ledger

After all of the distribution data is properly validated and balanced to the payroll another process is executed to generate a single consolidated journal that is sent to the GL application for processing. The data that is generated in this process is also loaded into the CT_HR_ACCTG_LN reporting table in EPM. This is an extremely valuable tool for evaluating the distribution of data for an employee since it contains a link to the paycheck number. The paycheck number is the field titled PAYCHECK_NBR. If an agency user would like to review all of the data that will be posted to the ledger for a specific paycheck, search by the PAYCHECK_NBR to see all of the accounting entries. The Check Date on the HR Payroll side will translate as the Journal Date on the Financial HR Accounting Line as well. Be aware that this information contains both the expenditures and all of the liabilities that are sent to the Accounts Payable application.

Additionally, the EPM CT DET PAYROLL reporting table will be backfilled with Journal ID, Journal Date and Budget Reference once the CT_HR_ACCTG_LN reporting table is updated.

7. Extract vendor payments

After all of the processing is complete for the General Ledger, the Extract Vendor Payments process is executed. This process determines all of the detailed components that must be processed for vendor payments that result from the payroll process.

8. Post Vendor payments to Accounts Payable

The next step in the financials integration stream within the Core-CT HRMS application is the posting of vendor payments to the Accounts Payable application.

9. Projects Costing Distribution and Interface Programs

The Projects Costing Distribution and Interface programs will be executed on a biweekly basis and sent to Financials after the payroll is confirmed and the General Ledger and Accounts Payable processes are complete.

EPM Tools

The tables below can serve as key resources in analyzing data and validating financial information. Please refer to the data dictionary for detailed information about the fields available within each of these reporting tables. Data on the 'VW' table excludes sensitive data. Also refer to the listing of EPM job aids which are located at: <http://www.core-ct.state.ct.us/epm/EPMJAQDevTools.html>

Position Reporting Table (CTW_POSITION)

The Position Reporting Table contains data related to the employee positions that have been set up within the State of Connecticut. The table will hold the status of the position (whether it has been approved or not), the department or agency assigned to the position, the job code or class of the position, and the chart field string that has been assigned to the position for budgeting purposes. This reporting table will not hold the employees that will be assigned to the positions as it is possible for several hundred employees to be enrolled in the same position. A join to the CTW_EMPLOYEE or CTW_EMPLOYEE_VW table will allow the user to select both employee and position information.

Pay Check Summary Reporting Table (CTW_PAYCHECK or CTW_PAYCHECK_VW)

The Pay Check Summary Reporting Table will contain data directly related to the payment received by the employee. The table will hold check number, check date, gross pay, net pay, total taxes, total deductions, whether direct deposit was used, and basic employee information.

Detailed Payroll Reporting Table (CTW_DET_PAYROLL)

The Detailed Payroll Reporting Table contains more detailed data relating to the specific earnings, deductions, and taxes that helped make up the employee's pay check. Also included will be the chart field string to which the earnings, deduction or tax was distributed. The GL PR Journal ID, Journal Date and Accounting Date will get updated on this HR table once the FIN CT HR ACCTG LN reporting table is updated, after the GL PR Distribution process completes.

HR Accounting Line Table (CTW_HR_ACCTG_LN)

The HR Accounting Line Table contains the detailed payroll distribution data in the journal format that is accepted by the GL application. The key that makes this table useful for employee level queries is the PAYCHECK_NBR. **This table should not be joined to any other tables in EPM.** This is an extremely large data set that should only be used for the purpose of extracting the accounting entries that are loaded to the GL. (This is a financial table and HR users may not have security access to it.)

CT Valid Combination Code Table (CTW_VALDCOM_TB2)

This table holds the combination code information, including department chartfield, project, program, fund, account, class field and effective date.

While each agency will have unique data access requirements, the below query was developed to provide a detailed data set for agencies looking to review employee level payroll distribution information.

Important Note: Do not run this query via the preview tab. This should only be run as a scheduled query. For assistance on how to schedule a query, please see the Scheduling Query job aid at:

<http://www.core-ct.state.ct.us/epm/EPMJAQDevTools.html>

Supplemental Information:

Account Mapping Overview:

The State of Connecticut uses an Account Mapping process within the Core-CT HRMS system to map certain earnings, deductions, and taxes to expenditure accounts as defined by the requirements gathering of the Core-CT Financials team. Due to the fixed criteria defined by the State of Connecticut for distributing its payroll expenditures, the Account Mapping process will allow for a standard and less complex payroll distribution process that will be more easily understandable and maintainable now and in future years.

Funding sources for all payroll expenditures will be made up of chartfield combinations, which will then be stored in the Core-CT HRMS system as Combination Codes (25 digit string beginning with the Agency's 3 character Acronym). Some components of the Combination Code are the Account, SID and Fund chartfields. Core-CT HRMS has been configured to have each position tied to at least one Combination Code, which will be used to fund any payroll expenditures associated with that position. Every Combination Code that will be used in the HRMS system will have the single default value defined for the Account chartfield (50600). This configuration of the Combination Codes will ultimately reduce the burden Agencies will have to bear when choosing the proper expenditure code for each position, as it can be assumed that the Core-CT HRMS system will always map the payroll expenditures to the correct account for each of the assigned Combination Codes utilized based on the Account Mapping rules that will be discussed in this document.

This document will detail the Account Mapping process for earnings, deductions, and taxes. As accounts are added or deleted from the overall account structure, updates will need to be made to the configuration to properly reflect the State of Connecticut's business needs for payroll expenditure distribution.

Earnings:

Earnings paid by the State of Connecticut will be distributed to a Combination Code / funding source as designated by their position unless the Combination Code is overridden in the payroll process (either in Timesheet or Additional Pay). Since an employee's earnings can constitute a variety of different payment types, the State wishes to track each payroll expense independently of one another by automatically assigning them to a distinct account through the Account Mapping process. See Appendix 2 for a complete listing of earning codes that map to a specific account located at:

http://www.core-ct.state.ct.us/hr/payroll/payroll_jobaids.htm

The Account Mapping process will be based on the following logic:

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1. In the first step, the mapping process will evaluate whether the earn code that was reported has been configured to map directly to an account. If it has been configured, then the account it is mapped to will be used to overwrite the default account in the employee's combination code when payroll expenditures are distributed for those earnings. If it has not been configured, then the process will proceed to step 2.

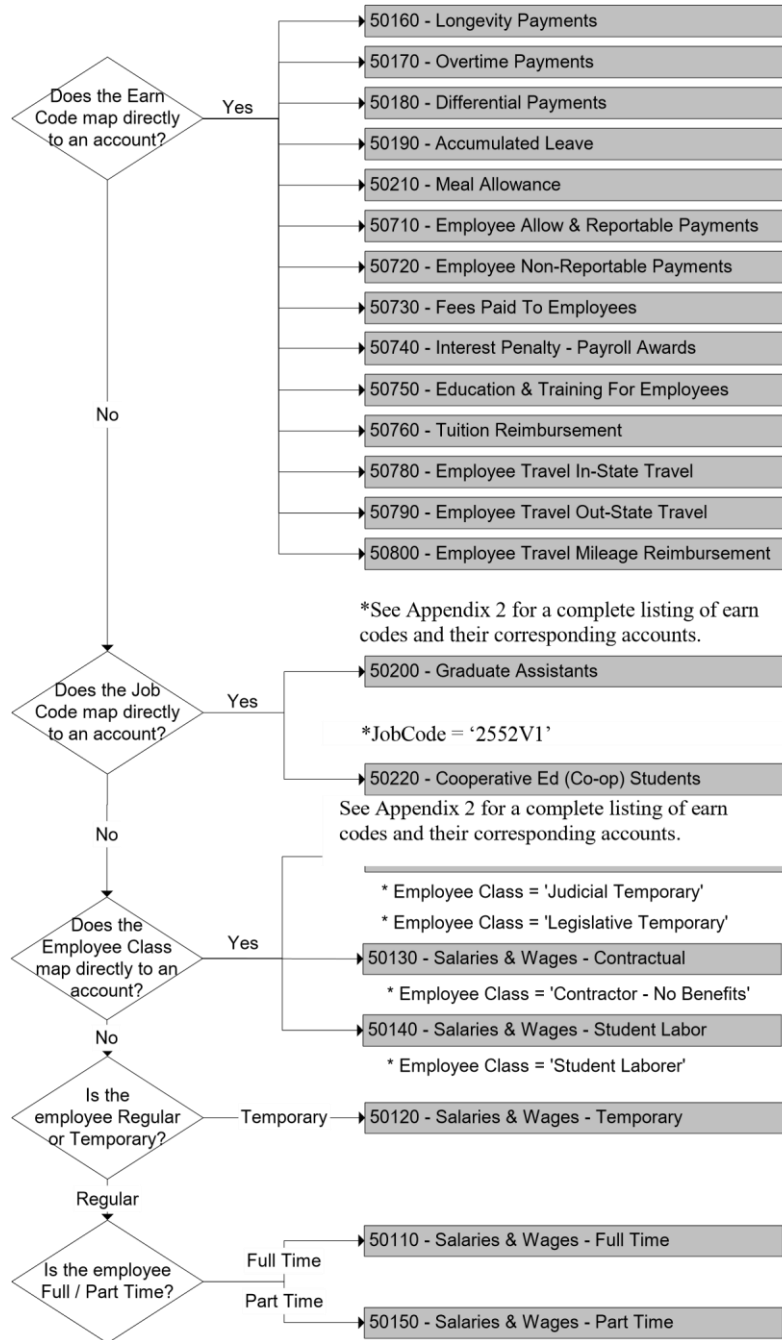
2. If the employee's Job Code has been configured, the appropriate account is selected, which will apply to all earnings for the employee. If it has not been configured, then the process will proceed to step 3.

3. If an employee is classified with an Employee Class that has been configured, then the corresponding account will be mapped to all earnings. Otherwise, the mapping process will proceed to Step 4

4. If an employee is classified as Temporary, then all earnings will be mapped to the corresponding account. Otherwise, the mapping process will proceed to Step 5.

5. Finally, if the earnings paid to an employee have not been mapped to an account, this final step will map the earnings based on whether the employee is full or part time.

*Note: All earnings will be mapped to an account.



Deductions:

Fringe benefits provided by the State of Connecticut will be distributed to the same account code / funding source as an employee's earnings unless otherwise overridden in the payroll process. As a way to differentiate each class of deduction from other deductions and from earning payments, the Account Mapping functionality will again be utilized. See Appendix 3 for a complete listing of deduction codes that map to a specific account located at: http://www.core-ct.state.ct.us/user/docs/account_mapping.doc.

- Group Life Insurance – Account 50410
- Medical / Dental Insurance – Account 50420
- Unemployment Compensation – Account 50430
- Retirement – Account 50470
 - SERS – Account 50471
 - ARP – Account 50472
 - Teacher's Retirement System – Account 50473
 - Judges & Comp Commissioners – Account 50474
 - Other Statutory – Account 50475
- Employee Death Benefits – Account 50500
- Buy Back Option – Account 50510

Taxes:

Taxes will follow the same process of mapping an account to the account code / funding source as the earnings and deduction mapping. Only employer paid taxes will be included in the distribution of funds.

- Social Security – Account 50440
 - FICA / OASDI (ER) – Account 50441
 - FICA / MED (ER) – Account 50442