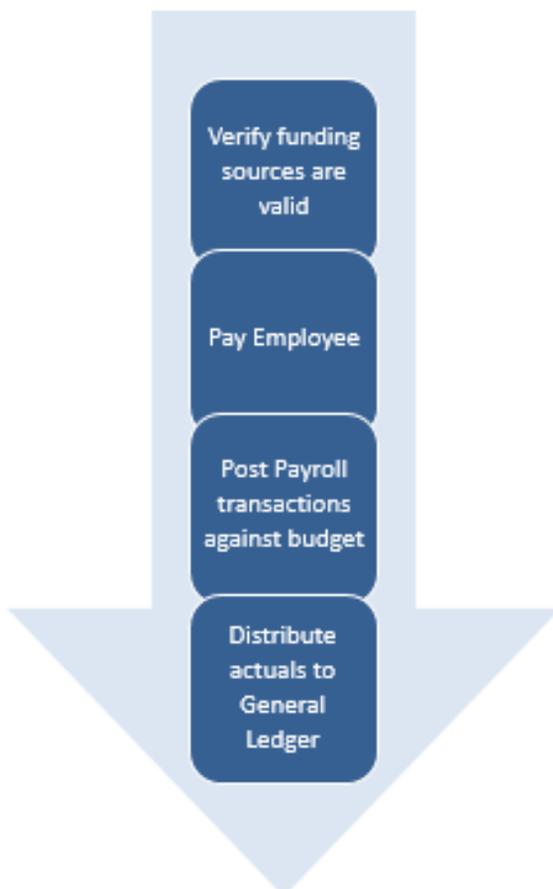


## Overview

ConnectCarolina manages the entire process of employee funding: from payroll processing through the distribution of salaries, taxes, and benefits to the appropriate chartfield strings in the General Ledger.

Combination codes (combo codes) are used frequently in Commitment Accounting to add or update employee funding. A combo code is a number used to represent a specific chartfield string. You may use a combo code or enter each chartfield individually to add funding.



## Default Chartfield String and Suspense Combo Codes

In order to pay employees, a department must be set up in Commitment Accounting.

Departments have a default chartfield string that is used to fund department employees who do not have funding sources defined at the appointment or position level. Each department also has suspense combo codes that are used to fund employees during the payroll distribution process when funding has expired or is not valid. Please see more in the policy 1124 Payroll Suspense.

## Employee Funding

The following process encumbers an employee's funding at the appointment or position level and pays the employee:

1. Combo edit verifies funding sources entered on an ePAR form are valid. Invalid or expired funding sources default to the department's suspense.
2. For each pay cycle, Payroll pays the employee's salary, employer-paid deductions, and employer-paid taxes.
3. Commitment Accounting creates journals to distribute the actual transaction amounts to the associated chartfield strings in the General Ledger.

## Entering Initial Funding

These ePAR forms include blank funding grids that you complete with funding information:

- **Hire an Employee:** Used when hiring an employee to a new position or appointment with allocated funding
- **Add/Update Position:** Used to create a new position
- **Lump Sum Payment:** Used to submit a lump sum payment

You can enter as many funding sources as needed on these forms.

Funding Sources are entered as either a chartfield string or as a combo code, which is a unique code that represents a specific chartfield string.

The combo code is entered on the Basic Mode tab of the funding grid. To enter the chartfield string, click on the Expanded Mode tab.

## Entering Funding Swaps

The **Funding Swap** ePAR form is used to:

- Enter a funding source change

Refer to the Funding Swaps document for additional information.

The **Payroll Accounting Adjustment Tool** (PAAT) is used to:

- Enter a funding source change for past pay periods (retroactive changes)

Refer to the PAAT document for additional information.

## Funding Grid: Basic Mode

Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget
1						

New Total \_\_\_\_\_ Percent \_\_\_\_\_ Unfunded Amount \_\_\_\_\_ Reconcile

## Funding Grid: Expanded Mode

Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Fund	Source	Account
1							

New Total \_\_\_\_\_ Percent \_\_\_\_\_ Unfunded Amount \_\_\_\_\_ Reconcile

## Combo Edit and Budget Check

When you continue beyond the ePAR page with the funding grid, the system performs a combo edit checking process that:

1. Verifies that the chartfield string is valid.
2. If a chartfield string has not been used before, the system generates a new combo code.

## Department HR Suspense Combo Code

Each department that pays employees has a suspense combo code. Payroll automatically posts the expenditure to the suspense combo code when an employee's funding sources:

- Have expired
- Have a combo code that is inactive, but remains as a funding source

If an employee has more than one position, funding errors are posted to the suspense combo code for the employee's home department.

Each department is responsible for reconciling each funding error by entering a PAAT adjustment to correct previously distributed funds and an ePAR to update the employee's current and future funding.

## Annual Budget Process

Each June, the Business Analysis Unit creates employee funding information for the new fiscal year by copying the funding that is in effect for an employee at the end for the current fiscal year. After the Business Analysis Unit makes the new fiscal year funding information available, the copied funding source can be modified by using the Funding Swap ePAR form.