Combination Code (HRAC)

A Combination Code (previously known as a Human Resource Account Code (HRAC)) is a 9 digit number created by General Accounting (GA) used solely in the HR module and represents the complete unique ChartField (CF) combination on the General Ledger in the FI module. Combination Codes are used to distribute all payroll charges such as salary and additional pay.

A Combination Code can represent any valid combination of required ChartFields (see Required ChartField by Fund at http://www.fa.ufl.edu/departments/general-accounting/chartfields/). Departments may also use optional CF’s such as Flex, to track expenses for their own unique needs.

This instruction guide explains:
- How to determine if a Combination Code exists
- The creation of a new Combination Code

How to determine if a Combination Code exists

The following role is required to view Combination Codes:
- UF_KA_BUDGETING_INQUIRY
- UF_KA_DEPT_BUDGETING_ADMIN (if processing distributions)

Navigation

1. Navigate to Set Up HRMS > Common Definitions > ChartField Configuration> Combination Code Table

Searching

1. Enter as many ChartField values as possible to narrow and expedite the search process.
2. Click the Search button to begin the search.
3. Select desired search result record from bottom of screen. (See Figure 1).

   **Note:** If the search doesn’t retrieve any records, you will receive the statement, “No matching values were found” in the Search Results area.
There may be more than one Combination Code per ChartField combination. Since each Combination Code represents a unique combination of ChartFields, verify the appropriate combination to select the Combination Code.
Viewing Combination Codes

4. **Note:** The GL Combination Code listed immediately above the Combination Code Detail section.

If the status is inactive, please contact General Accounting for possible reactivation at GAhelp@admin.ufl.edu.

![Combination Code Table](image)

**Figure 2.** Combination Code Table

The full ChartField combination represented by the Combination Code is listed in the ChartField Details section.
Creation of a new Combination Code

Funds 201 and 209

The Combination Codes for these funds do not need to be requested manually, unless an optional CF will be used. General Accounting will create Combination Codes for Projects in funds 201 and 209 within two business days of receipt of the Notification of Original Budget Transaction email. The email is automatically generated when Contracts & Grants (C&G) releases a 201/209 fund project’s budget (usually within three business days after receiving the Notice of Award (NOA) from DSR). If a Combination Code for fund 201 or 209 needs to be created with an optional CF, the department should send the request directly to their Research Administrator in Contracts and Grants. Visit http://www.cg.cfo.ufl.edu for contact information.

For the following funds, the department can submit Combination Code requests directly to the indicated contacts:

**Funds 211-212**

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering (Depts 19xxxxx)</td>
<td>Jon Frum</td>
<td><a href="mailto:jfrum@eng.ufl.edu">jfrum@eng.ufl.edu</a></td>
<td>352-392-8049, ext. 1205</td>
</tr>
<tr>
<td>IFAS (Depts 60xxxxxx)</td>
<td>Juli Carter</td>
<td><a href="mailto:jare@ufl.edu">jare@ufl.edu</a></td>
<td>352-392-1347</td>
</tr>
<tr>
<td>All other departments</td>
<td>Suzanne Winik</td>
<td><a href="mailto:swinik@ufl.edu">swinik@ufl.edu</a></td>
<td>352-392-1235</td>
</tr>
</tbody>
</table>

When requesting a new Combination Code, please include the complete ChartField string for the Project.

**Funds 213-214**

| All departments | Suzanne Winik | swinik@ufl.edu | 352-392-1235 |

**Fund 143**

| All departments | Charles Koenig | ckoenig@ufl.edu | 352-294-0869 |

**Funds 101, 102 and 103 using CYWFD Budget Reference**

| All departments | Sheri Austin | sheri@ufl.edu | 352-392-2402 |
All other Funds:

Once you have verified that the Combination Code has not already been created, please complete the Combination Code (HRAC) Request form located at [http://www.fa.ufl.edu/wp-content/uploads/ga/Combo-Code-Request-91.xlsx](http://www.fa.ufl.edu/wp-content/uploads/ga/Combo-Code-Request-91.xlsx) and send to your ChartField Liaison for submission to General Accounting chartfield@admin.ufl.edu

To determine your ChartField Liaison

2. Select the General Accounting department link.
3. Click the CF Liaisons link. (See Figure 3.)

   ![Figure 3. ChartField Liaisons spreadsheet link](http://www.fa.ufl.edu/forms-and-publications/forms/)

   4. Click the Open option to open CF-Liaisons.xlsx spreadsheet.
5. Locate your college/unit to determine your assigned ChartField Liaison’s name and email.

Completing the Combination Code Request Form

**Note:** Some departments may require just the departmental ChartField Liaison complete the Combination Code Request Form. Please verify departmental policy and procedure with your ChartField Liaison prior to completing the Combination Code Request Form.

1. Complete steps 1 & 2 above.
2. Click the Combination Code (HRAC) Request link. (See Figure 4.)
3. Click the Open option to open the Combination Code (HRAC) Request Form.
4. Verify the Combination Code (HRAC) Request tab (2nd tab) is active at bottom of screen.

5. Complete the form as directed.
6. Save the completed Combination Code (HRAC) Request form to a desired location on your computer.
7. Email the completed form as an attachment to your ChartField Liaison or designated contact with “Combination Code Request” in the subject line.
New in 9.1: Effective Dated Combination Codes

In 8.8 the effective date for HRAC was static using 01/01/1901. In 9.1, the new Combination Codes will be effective dated. This means for Grant Funds, the Combination Codes will be effective dated at the beginning of the Grant. For all other Funds the effective date will be as of the beginning of the current fiscal year (07/01/2012).

We have modified our request form to reflect these changes. We realize that some Combination Codes are created on Cash Based Funds and may need to have an earlier effective date for prior year retros. We have added a column to the request form asking if the requested Combination Code will be used for a prior year retro. If the Combination Codes will be used in prior year retros, we will effective date the Combination Code for the beginning of the previous year.

If you need help contact
-- General Accounting 392-1326 or gahelp@admin.ufl.edu.

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