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Understand how account codes impact payroll funding [1]



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Funding entries and payroll expense transfers (PETs) establish the funding for payroll transactions before and after payroll, respectively. But how does HCM determine the account in which to classify the pay?

Account codes indicate not only the difference, for example, between pay and benefits, but also whether that pay is for faculty, staff, classified staff, students, stipends or other kinds of pay. They also indicate whether employees are regular or temporary and whether their sum of standard hours are full- or part-time (greater or less than 20 hours per week).

How does HCM do this? Each job code used by position is mapped to accounts with a combination of regular and temporary, and full- and part-time status. Some job codes have their own unique account code, and some accounts apply to multiple job codes.

The financial FIN module uses account codes to determine the fringe rates that post to SpeedTypes for payroll earnings to offset the cost of pooled benefits (the original benefit costs post to one or more specific campus SpeedTypes at UCB and UCCS).

If an employee has multiple positions, this can also impact the account codes that process in a paycheck

If it appears that an account code posted incorrectly, check the employee's position data to ensure their job code, regular/temporary designation and number of standard hours are correct. If the job data used to process the pay is incorrect, then reach out to hcm_community@cu.edu [3] for ES payroll assistance.

If you still have questions about the validity of an account code, reach out to your campus controller's office for additional guidance.

Need extra help?

You can find the Account Code Tree query listing all the account codes and their descriptions through CU-Data.

Further HR/GL resources on funding changes [4] and payroll expense transfers [5] on the HCM website.

As always, you can email hcm-community@cu.edu [6] or System.HRGL.Team@cu.edu [7] for additional help.

HRGL [8], FIN [9], account codes [10], Job Codes [11], payroll [12]
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