

Understand how account codes impact payroll funding and the general ledger ^[1]

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There's more to payroll funding than just SpeedTypes. Payroll transactions post using account codes to categorize different types of earnings, taxes and deductions.

Understand how account codes impact payroll funding and the general ledger

There is more to position funding than distributing payroll transactions to SpeedTypes. Payroll transactions are also assigned to an account code. Account codes sort pay by job type into different categories for earnings, taxes and deductions.

Account codes, like SpeedTypes, are created and maintained in FIN (the financial system) and sent to HCM. Each account code used by HCM is mapped to a job code and a combination of regular and temporary status, full-time and part-time status and sometimes specific earn codes.

- Account codes map earnings, taxes and deductions into job code categories like faculty (regular, clinical, research), university staff, classified staff, students, stipends, etc.
- Account codes map full-time and part-time status. They capture full-time status when the standard hours from all of an employee's positions total at least 20 hours per week.
- Account codes map all earn codes by default, but specific earn codes — such as shift pay, overtime pay or leave payouts — may be mapped differently.

Organizing payroll into categories helps manage payroll in various ways.

- Payroll costs can be budgeted and reconciled by the category of an employee's job, like faculty, staff or students.
- The costs for taxes and deductions can be evaluated for different types of employees. These costs are impacted by regular or temporary status, and full-time or part-time status, for example, tracking a full-time, regular employee with a higher benefit costs than a temporary employee with a lower or no benefit costs.

There are different campus strategies for managing the cost of benefits, and those strategies use account codes. Account codes differentiate earnings, taxes and deductions in a single SpeedType, or they can be used to apply fixed fringe rates determined by earnings account codes.

- At CU Denver and CU Anschutz, the taxes and deductions post to the same SpeedTypes as earnings, but in a different section of the account code range (salary

versus benefits).

- At CU Boulder and UCCS, the total cost of taxes and deductions are pooled into campus SpeedTypes. Using account codes, different standard rates for the cost of fringe can be applied to payroll SpeedTypes during FIN month-end processing.

Account codes are used to post encumbrances using the same account codes as earnings and benefits.

- Encumbrances at CU Denver and CU Anschutz post using the same account codes as earnings, taxes and deductions.
- At CU Boulder and UCCS, earnings encumbrances generated in HCM parallel to the standard fringe rates established for earnings account codes in FIN. These are updated each fiscal year. Encumbrance data is reported on CU-Data mFIN reports.

Unexpected Account Codes

What if an account code posts in an unexpected way? Since account codes are based on job code, regular/temporary status and full/part-time status, review the position and job data to determine what happened.

- Check that position data is correct. The job code and regular/temporary status in position data should match job data.
- Check that the standard hours in position data are correct and match job data. If an employee has more than one job, the sum of all standard hours will be used to determine full/part-time status. Use the HCM Job List query (HCM WorkCenter > Resources tab > Job List > CUES_HCM_JOB_LIST - Job List) to identify employee jobs in other units. Full-time (FT) status is assigned for 20 or more total standard hours.
 - Note that if FT is selected with fewer than 20 hours, the system will use the FT status. This could happen if the position was initially FT, but the hours were reduced without updating the status.
- Check if a contract ended mid-month and a new contract began in the same month on the same employee record. Account codes are assigned for both contracts based only on the position active on the last day of the pay period. Use different employee records to end and begin contracts in the same month.

Funding entries and Payroll Expense Transfers (PETs) establish and correct funding distributions, i.e., they change the SpeedTypes that fund pay. Account code errors are caused by incorrect position and/or job data. To correct account code errors, a manual check adjustment must be processed.

- Work with campus HR to ensure any incorrect position and/or job data rows are corrected and in sync.
- Complete a HCM Manual Adjustment Request Form to request changes to a check that has already been processed. The Employee Services Payroll team will need to create a new check to offset the previous check and add new corrected data.
- Once the new check processes, new account codes will be processed based on the updated position and/or job data. Always confirm account codes after this process.
- Sometimes additional assistance is required to update all account codes. Reach out to your campus accounting resource or send an email to system.hrgl.team@cu.edu [3] for next steps.

Need extra help?

- Use the [HRGL page](#) [4]. Under the **Configuration Resources**, find account code mapping: [Earning Account Mapping](#) [5], [Deduction Account Mapping](#) [6] and [Tax Account Mapping](#) [7].
- Use CU-Data to find mFIN reports.
- The [Office of the University Controller](#) [8] has information on account codes.
- Find HR/GL training for [Department Budget Table](#) [9] (under Funding Entry), [Payroll Expense Transfers](#) [10] and other related HRGL resources through the [HCM Community website](#) [11].
- Email hcm_community@cu.edu [12] or System.HRGL.Team@cu.edu [13] for additional help.

[HRGL](#) [14], [FIN](#) [15], [account codes](#) [16], [Job Codes](#) [17]

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