

Multiple Combination Codes

1. Login to **myUFL**
2. **Review Job Data**
 - a. Navigate through **Nav Bar > Main Menu > Human Resources > Workforce Administration > Job Information > Job Data**
 - b. Enter Empl ID
 - c. Click Search
 - d. Note name, Empl Record #, Effective Date and Department
3. Navigation: **Nav Bar > Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA.**

In this example, we'll set up multiple combination codes for an employee, Ann Teak. If Ann Teak already has a record, use the Find an Existing Value tab. If you are creating a new record for Ann Teak, click the Add New Value tab.

You will need to split her Combination Codes; one is 80%, the other is 20%.

4. In the Earnings Distribution section, enter the appropriate **Combination Code** into the Combination Code field. If needed, you can search for the Combination Code by clicking the magnifying glass.

For the first Combination Code, the percentage is 80%.

5. Enter the percentage (e.g. 80) into the **Distribution %** field.
NOTE: Percentage values will appear with three decimal places.

Next, you will need to add a row.

6. Click the **Add a new row at row 1** button. This row is added in the number 2 position.

The screenshot shows the 'Earnings Distribution' section of the myUFL system. At the top, there are tabs for 'Department', 'Position Pool', 'Jobcode', 'Position', and 'Appointment'. Below these, the employee information is displayed: Empl ID 16630000, Teak, Anne, Empl Record, *Effective Date 07/01/2018, Eff Seq 0, *Status Active, End Date 06/30/2019, Date Entered 12/09/2018. The 'Earnings Distribution' table has columns for 'Combination Code', 'Distributed', 'Earning Code Description', and 'Combination Code Description'. The table contains one row with '1' in the 'Earnings Code' field, '1' in the '*Sequence Number' field, and '0064768' in the '*Combination Code' field. The 'Distribution %' field is empty. A red box highlights the '+ Add' button at the end of the first row. Below the table are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

7. Enter or Lookup the **Combination Code** for the second row.

For this example, the 20% remaining will be on the new Combination Code.

8. Enter the percentage (e.g. 20) into the **Distribution %** field of the second row.
9. Click the **Save** button.

Level Payroll Cost Transfer Information

Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Empl ID 16630000 Teak, Anne

Empl Record

*Effective Date 07/01/2018 Eff Seq 0 *Status Active End Date 06/30/2019 Date Entered 12/09/2018

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	Distribution %
1			0064768	80.000
2			0029414	20.000

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**