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.

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.