
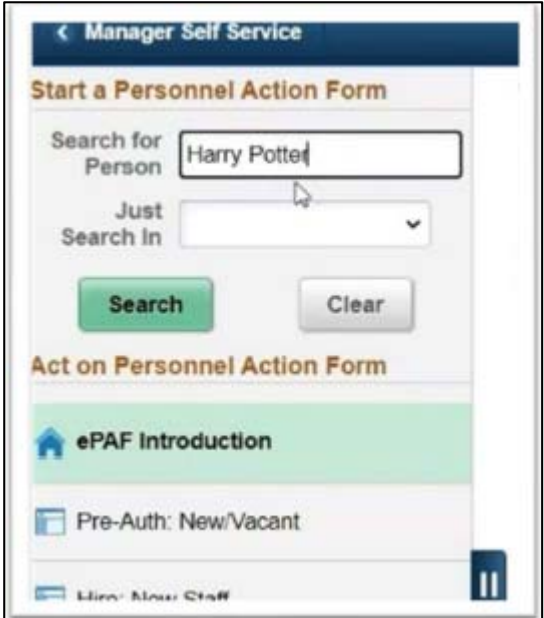




Step	How to Create a New Combo Code
<b>Navigation: Manger Self Service - ePAF Homepage &gt; Search Window</b>	
1	In this document, we will discuss how to create a combo code for an employee through eForm.
2	<p>Open the ePAF Tile from Manager Self Service.</p> 
3	<p>Search for an employee in the upper left box in one of these ways:</p> <ol style="list-style-type: none"> <li>1. Search by Name             <ol style="list-style-type: none"> <li>a. Enter their first name followed by their last name. Partial names can be used.</li> <li>b. For example: Search for “Ma Fle” will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc.</li> <li>c. Add more letters to the name to narrow the search.</li> <li>d. Use the beginning of the names when using partial names.</li> </ol> </li> <li>2. Search by Employee ID             <ol style="list-style-type: none"> <li>a. Partial or whole EMPL IDs can be used.</li> <li>b. Use the beginning for the EMPL ID when using partial numbers.</li> </ol> </li> </ol> 
4	Click on “Add Additional Payment” action from the related action drop-down.



The screenshot shows a user interface for a 'Current Employee'. On the right, an 'Actions' dropdown menu is open, listing several options: Personal Data, Job Change, Request Pre-Authorization, Transfer, View Job Data, Add Additional Pay (highlighted with a red box), Funding Distribution Change, Terminate/Resign, Retire, and Leave of Absence. The background shows a profile card and a 'Fluid' sidebar with 'Financial Services' visible.

5 In the \*Earnings Code field enter the applicable earning code the new combo code should be connected to, see example.

The screenshot shows the 'Create an Additional Pay : Additional Pay Details' form (Form ID 136566). It includes a warning: 'Any fields that appear in RED are invalid values based on previous selections or defaulting data that is not valid for this form. These values will need to be changed before the form is submitted.' The form contains several fields: '\*Pay Period End Date' (2021-01-30), 'Home Department', '\*Pay from this Department' (Anesthesiology), '\*Amount per paycheck \$' (\$0.00), 'Total Payment' (\$0.00), 'Work Begin Date', 'Work End Date', and 'Justification'. The '\*Earnings Code' field is highlighted with a red box. There are also two toggle switches at the bottom: 'Should this payment have different funding from the position?' (Yes) and 'Do you need to add or update any of this employee's titles?' (No).

6 Under the Payment Funding section click Select/Create Combo Code.

**Payment Funding**

Distribute additional pay funding in the table below. Use the + and - buttons on the far right side of the table to add or delete rows as needed. A maximum of three payment funding rows can be added. Payment funding percent must total to 100%.

	Additional Pay %	Distribution Amount per Paycheck \$	Select/Create Combo Code	HR Combo Code	Account	Org	Function	Entity	Source	Purpose	Project
1	0.000000	0.000000	Select/Create Combo Code								



7 Enter the applicable chartfield information in the necessary fields. Then click Create.

Select HR Combo Code

Combo Code

Bus Unit OUHSC

Account 511316 Fund  Org  Function  Entity  Source  Purpose

Project

Search Create

8 PS will return back to the Payment Funding section with the new HR Combo Code created, take note of the code. Exit the additional pay screen without saving.

Payment Funding

Distribute additional pay funding in the table below. Use the + and - buttons on the far right side of the table to add or delete rows as needed. A maximum of three payment funding rows can be added. Payment funding percent must total to 100%.

Additional Pay %	Distribution Amount per Paycheck \$	Select/Create Combo Code	HR Combo Code	Account	Org	Function	Entity	Source	Purpose	Project	Fund	Insert A Row	Delete A Row
1	0.000000	0.000000	Select/Create Combo Code 000078522									+	-

Do you want to save your changes?  
Click Yes to go back and save, No to discard your changes

Yes No