This form is to be used to request the establishment of GEMS combo codes, when a new FAST! chartfield combination will have payroll related charges. All chartfields must have been established in FAST! before combo codes can be created in GEMS. Please make sure Budget has been posted to the appropriate Budget payroll accounts to avoid budget checking errors.

Project related combo code requests must come from RFM. Contact your Grant Specialist to check the status of the request.

Departments can expect the codes to be created within 2 business days and can check the Chartfield Transaction Table or the Combination Code Table to validate their creation.

The Chartfield Transaction Table is located in the Payroll/Budget tile on the USF GEMS User page.

Navigation in GEMS is *Set Up HCM > Product Related > Commitment Accounting > Chartfield Transaction Table* or *Set Up HCM > Common Definitions > ChartField Configuration > Combination Code Table.*

** IMPORTANT ** The **Effective Date** of the combo code determines when and how it can be used when inputting payroll distributions in the Department Budget Table and when processing RETs.

For example: if the Effective date is 05/01/21, distributions can only be entered using an effective date of 05/01/21 and greater. If a department attempts to enter a distribution with an effective date of 04/16/21, the system will not allow it. If the department submits a RET to move funds to the new combo code for payroll expenses prior to 05/01/21 (ie pay period 03/05/21-03/18/21) the system will not allow it.

If you have questions regarding this form or about combo codes in general, email Payroll Accounting at UCO_Payroll_Accounting@usf.edu. DO NOT email the form to this address, use the email above to submit the form.

<u>**Choose all that need combo codes set up**</u>

Standard GL Account Setup:	50021, 50022, 50023, 50040, 50041, 50042, 50450
Cell/Data/Air Card Account Setup:	52031, 52032 (Optional)
Administrative/Clerical Charges	50030 (Optional) Typically only used with grants and projects

<u>**ALL field below are required in order to establish requested combo codes**</u>

**Effective Date:

       This date has a direct impact on the use of the combo codes in payroll distribution and RETs.

FAST Department:

Product:

Fund:

Operating Unit:

Initiative:

GEMS Long Description:
(30 Characters Max)

GEMS Short Description:
(10 Characters Max)

Requested By:

                 Printed Name   *Phone or Email*

                 Signature

University of South Florida   **2/21/2024**
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