Cross-referencing Speed Type to Combo Code

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Cross-referencing Speed Type to Combination Code

There are two coding methods used within the three different applications of PeopleSoft to identify an entire chartfield string.

**Speed Code** (aka Speed Type) is the U of A customized code used within the Financial Services (FS) & Campus Solutions (CS) PeopleSoft application.

**Combo Code** is the system-generated code used within the PeopleSoft HCM.

**Important!**
Every Chartfield String has a corresponding Speed Code used in FS and CS AND a Combination Code used in HCM. Therefore, every speed code has a matching combo code.

In this topic, you will learn how to search for the combination code that matches a speed type.

This is a two-step process.

1. **Step 1:** Find the Corresponding Chartfield String of a Speed Type
2. **Step 2:** Use the Chartfield String information to find the Combination Code
Procedure

Navigation Path: Main Menu > Set Up HCM > Common Definitions > ChartField Configuration > ChartField Speedtypes

1. **Step 1**: Find the Corresponding Chartfield String of a Speed Type

   Once you have navigated to the **ChartField SpeedTypes** page, enter the speed code/speed type into the **SpeedType Key** field.

   In this example, enter "06912".

2. Click the **Search** button.

3. The **ChartField Detail** will be provided.

   Write down the provided information including those fields with a zero-value entered. You will need to enter this same information in the next search page.
Step 2: Use the Chartfield String information to find the Combination Code

Within the breadcrumb on the page, click the ChartField Configuration link.

5. Click the ChartField Transaction Table list item.

6. Enter all information you recorded earlier into the corresponding fields.

Note: Leave fields blank to view ALL values of that field.

7. In the Account field ALWAYS enter the default account number "500001".
8. PeopleSoft uses the default account number 500001 as a trigger to assign the appropriate payroll account based on the following criteria:

- Employee Type
- Employee Class
- Regular/Temporary
- Pay Group
- Salary Plan

Therefore, ALWAYS enter 500001 in the account field when using search parameters.

9. In this example, enter “360500” into the Department field.

10. In the Fund Code field, enter the Fund Code you recorded.

   In this example, enter “210”.

11. Next, enter the Program Code you recorded into the Program Code field.

   In this example, enter “0”.

12. Enter the Class Field number you recorded into the Class Field field.

   In this example, enter “0”.

13. Click the Search button.
14. The Combination Code is provided at the top of the page.

![ChartField Transaction Table with Combination Code 00000971 highlighted]

15. Click the **Return to Search** button.

16. You may continue to enter other search criteria to find other combo codes as required.

17. Congratulations! You have completed the training on how to Cross-reference a Speed Type to a Combo Code.

For reference materials and more tutorials please see the links provided below.

**End of Procedure.**

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For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (https://www.ualberta.ca/faculty-and-staff/employment/employee-self-service).


Refer to the Online Learning web page (https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning) within the Human Resource Services website for all Online Tutorials and videos.