Stipends should only be charged to training grants. Allowable stipends are identified as ones with the following combo code attributes.

Grant Projects

- a natural account of 61115, 61140, or 61172,

- a class field of 225, 230, 240, or 255

- a grant project starting with GG or PG

Non-Grant Projects

- a natural account of 61115, 61140, or 61172

- a non-grant project starting with AG, CP, EN, GT, IN, PC, SL, or UR,

- there is no class field validation

Access the New Combo Code Request Page

1. Navigate to **my.columbia.edu**

2. Select the **HR Manager** tab on top of the page

3. Scroll down and select the **People at Columbia (PAC)** icon and log in with your UNI and Password

4. Select the **Manager Self Service** Tile

5. Select the **LA Transactions** Tile

Review the Combo Code Information

To see if the combo code contains a Class Field value equal to 225, 230, 240, or 255, review the components.

1. Select **New Combo Code Request** from the left menu

2. Enter search data into the field(s) and select **Search**
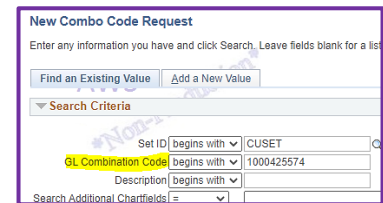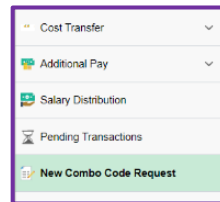
3. Select the Class Field Information link. Only natural accounts beginning with 5 and certain 6 accounts will have the Class Field populated
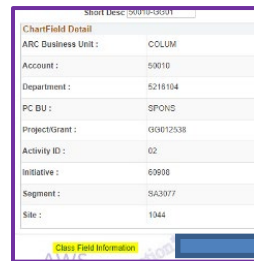
Using Stipend Earning Codes

When using earning codes N15, S99, or STI in additional pay or cost transfer transactions, a validation of the combo code occurs to ensure that the combo code attributes exist for charges to a grant project or non-grant project. Refer to above for the differences.

Note: The uses of earning code STI for TBH additional pay is no longer allowed.

ARC Updates and PAC

When the class field is updated, the daily refresh of the PAC valid ComboCode table will reflect this change. Please note that the Function (Class Field) is defaulted in ARC based on the attributes that comprise the ChartString and is not updated on Budget transactions, which are the source of the ComboCode extract.

Updates must be made by the Controller's office on the ACTUALS journals. If an update to the Function (Class Field) that is populated in ARC is required, please discuss it with the Controller's office. Note that if there is an update to the class field while there were any inflight transactions that were not processed in PAC yet, they will still be charging the ComboCode with the older class field value. A cost transfer will have to be done to move the charges to a new ComboCode with a valid class field value.