



Here is a list of terms and acronyms relevant to PAC, the University’s HR system that processes all Human Resources, Benefits and Payroll transactions, along with other HR and Financial university systems terms. Visit the [HR Systems Training Library](#) for the catalog of HR Systems courses and learning resources.

## PAC (People@Columbia) – Glossary

<b>195</b>	<b>195 Form:</b> Notice provided by New York State (NYS) employers to all new employees at the time of hire and all existing employees on an annual basis. Notice states the employee's hourly rate of pay, pay cycle and for non-exempt employees, their overtime rate of pay.
<b>A</b>	<b>ADD-COMP:</b> Additional compensation payments. Also known as Additional Pay or Add Pay.
	<b>AP:</b> Accounts Payable.
	<b>ARC:</b> Accounting and Reporting at Columbia, our finance system.
	<b>ASR:</b> Academic Search and Recruitment. Our platform for searching and applying for academic jobs.
<b>B</b>	<b>Business Owners:</b> Senior-level staff responsible for policy, administration, and oversight of the functional areas being addressed, i.e., Budget, Finance, Human Resources, Sponsored Projects, and Sourcing and Procurement.
<b>C</b>	<b>Chart of Accounts (COA):</b> A list of all General Ledger (GL) accounts used by one or several University codes. For each GL account, the chart of accounts contains the account number, account name, and the information that controls how an account functions and how a GL account is created in a University code.
	<b>ChartFields:</b> The fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize transactional and budget data.
	<b>ChartStrings:</b> The combination of ChartFields and the level at which accounting charges and credits are applied.
	<b>Combination or Combo Code:</b> A 10-digit system-generated number representing a unique ChartString. It is not a characteristic <u>of</u> the ChartString, it is a representation of it. PAC requires combo codes to assign labor charges.

	<b>Combination or Combo Code Amount:</b> In add comp transactions, the combination code amount is <i>the dollar amount of the Total Earnings Code Payment</i> charged to a particular ChartString. In salary distribution transactions, it is the <i>dollar amount of the salary</i> to be charged to the ChartString.
	<b>Commitment Control:</b> Functionality in PeopleSoft that enables us to manage expenditures actively against predefined, authorized budgets.
	<b>Concur:</b> The Concur Request, Travel, and Expense system integrates trip and advance requests, travel bookings, and expense reports in one application.
	<b>Cost Transfers:</b> Ability to change the accounting for an employee’s salary or add comp retroactively in PAC. It also refers to the retroactive transfer of expenditures from one account to another.
	<b>CU:</b> Columbia University.
	<b>CUHR:</b> Columbia University Human Resources.
	<b>CUIMC:</b> Columbia University Irving Medical Center.
	<b>CUIT:</b> Columbia University Information Technology.
<b>D</b>	<b>DA:</b> Department Administrator or Departmental Administrator.
	<b>DAF:</b> Departmental Authorization Function - used to create a financial authorization profile for qualified administrators.
	<b>DIA:</b> Delegated Identity Administration. DIA is a web application that enables Departmental Administrators (DAs) to authorize a <a href="#">University ID card</a> and generates a <a href="#">University Network ID (UNI)</a> for individuals.
	<b>Dialog Box:</b> A box that appears on screen that asks the user for input, or relays information to the user.
	<b>Drill Down:</b> To move from the general to the specific. By “drilling down” you can examine the data underlying any summarized form of information in your PeopleSoft system.
<b>E</b>	<b>Earnings Code:</b> Specifies the type of payment with related tax withholding, benefits information, and fringe rate. Also known as Earn Code.
	<b>E-Comp:</b> Electronic Compensation. The annual process by which departments enter compensation changes in PAC.

	<b>ECRT:</b> ECRT stands for Effort Certification and Reporting Technology. Effort reporting is the federally-mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort performed on that project. The ECRT system facilitates both the monitoring of effort distributions during the year and the required annual certification of effort.
	<b>Employee Self-Service:</b> A set of pages in PAC that allows employees to view and edit their personal data. Also known as Self-Service or ESS.
	<b>EH&amp;S:</b> Environmental Health & Safety.
	<b>EmplID (employee ID):</b> Unique identification code in PAC for an individual associated with the University.
	<b>Encumbrance:</b> A commitment to pay for goods and/or services reflected in a budget (i.e., purchase order commitment).
	<b>E-Term:</b> Electronic termination. A function within Manager Self-Service in PAC to submit electronic terminations for employees.
<b>F</b>	<b>FFE:</b> Financial Front End. It is the front-end interface that enables users to access various financial modules. As of July 2012, the modules in FFE are Cash; *ZT Time Entry; Endowment Term Sheets; and PAD. Interfaces with ARC. *Note that ZT Time Entry will no longer be used after February 8 <sup>th</sup> , 2026 and will be retired at the end of fiscal year 2026 (FY26).
	<b>Field:</b> A data element within the system. Also an area on a page that displays or requires data.
	<b>FINSYS:</b> It is the front-end interface that enables users to access various financial modules. As of July 2012, the modules in FFE are Cash; ZT Time Entry; Endowment Term Sheets; and PAD. Interfaces with ARC.
	<b>FPO:</b> Faculty Practice Organization.
	<b>Fringe Rate:</b> The percentage charged to departments applied to salaries as they are paid out and charged in ARC. Fringe is used to fund the Columbia University paid benefits (pension, medical, etc.) and tax related expenses (FICA, Medicare, etc.).
	<b>Funding End Date:</b> The end date on an employee's salary distribution profile which indicates the last day the employee's regular earnings should be charged to the combo code.

<b>G</b>	<b>GCO:</b> General Counsel's Office, also known as the Office of General Counsel.
	<b>General Ledger (GL):</b> The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
<b>H</b>	<b>HRPC:</b> Human Resources Processing Center.
	<b>HRSC:</b> Human Resources Service Center. The PAC Service Center that provides Tier 1 service for both HR and Finance.
<b>I</b>	<b>I-9 Form:</b> An I-9 Form is the Employment Eligibility Verification Form required by the Department of Homeland Security (DHS) to verify your identity and your eligibility to work. All employees must complete this form and provide valid original identifications. You are not eligible for pay until you have completed your I-9.
	<b>IDI:</b> Inter Departmental Invoice - used by CU departments who need to charge other CU departments for services rendered.
<b>J</b>	<b>JE:</b> Journal Entry - mechanism for transferring funds between ChartStrings.
<b>L</b>	<b>Labor Accounting:</b> Manages an employee's salary profile, additional compensation, and cost transfers.
	<b>Labor Accounting Form (PAC) - Cost Transfers:</b> Used for PAC cost transfer transactions that cannot be accomplished in the system.
	<b>Labor Accounting Form (PAC) - Salary Distribution &amp; Additional Compensation:</b> Used for PAC salary distribution and additional compensation payments for transactions that cannot be accomplished in the system.
	<b>LDEO:</b> The Lamont-Doherty Earth Observatory (LDEO) is a leading research institution where more than 200 research scientists seek fundamental knowledge about the origin, evolution, and future of the natural world. LDEO scientists observe Earth on a global scale, from its deepest interior to the outer reaches of its atmosphere, on every continent and in every ocean. They decipher the long record of the past, monitor the present, and seek to foresee Earth's future. It is the scientific research center of Columbia's Climate School.

<b>M</b>	<b>Manager Self-Service (MSS):</b> Manager Self Service is a set of pages in PAC that allows managers to transact on employee records and to view job and personal data for employees in their departments.
<b>N</b>	<b>NFY:</b> New Fiscal Year.
	<b>NYPH:</b> New York Presbyterian Hospital. CUIMC Hospital affiliate.
<b>O</b>	<b>OFY:</b> Old Fiscal Year.
	<b>OMB:</b> Office of Management and Budget.
<b>P</b>	<b>PAC:</b> People@Columbia. The customized version of PeopleSoft Human Resources Capital Management that integrates and processes all Human Resources, Benefits and Payroll transactions for Columbia University including hire/rehire, salary distribution, additional compensation and cost transfer transactions.
	<b>PAD:</b> Payroll Accounting Distribution. The detailed accounting of personnel salary costs as charged across ChartStrings.
	<b>PAF:</b> Personnel Action Form - used to convey individual personnel data to HR and Payroll systems.
	<b>Pay Period Amount:</b> The dollar amount of an add comp payment an employee will receive each pay period. It is calculated by PAC in the Add Comp module and user calculated in Template-Based Hire.
	<b>P-CARD:</b> University Purchasing Card.
	<b>Percent (%) Distribution:</b> The percentage of a payment (regular salary or add comp) being charged to a specified combo code.
	<b>Period Amount:</b> The Period Amount is the <i>amount of regular earnings</i> to allocate for the timeframe <i>beginning on the Profile Effective Date through the Funding End Date</i> . It is used to calculate the percent distribution when a combo code amount is entered. Used in Salary Distribution transactions.
	<b>PO:</b> University Central Purchase Order.

	<b>Profile Effective Date:</b> The Profile Effective Date is the date the employee's new salary distribution is effective. Used in Salary Distribution transactions.
	<b>Project:</b> A specific funding source. The First (highest) level at which you can budget and record project activity. Projects are generally set up where a separate fund balance must be tracked and carried forward.
	<b>Project Life Budget:</b> A budget that is created for the life of a project, e.g., Sponsored Projects, Capital Projects.
<b>R</b>	<b>Receiving:</b> A system record of goods received from purchase orders.
	<b>RG/REG:</b> Regular Earnings - refers to the most commonly used payroll earnings code.
	<b>Role:</b> A named set of work that a user can do. A role is associated with one or more permission lists that authorize access to particular system functions.
<b>S</b>	<b>Salary Distribution:</b> The process by which departments communicate charges to the University's accounting system, ARC, for regular earnings for faculty and staff.
	<b>School/Admin Unit Liaisons:</b> Change agents for schools and admin units. These individuals help champion change and help their respective areas prepare for system and business process solutions.
	<b>Shadow System:</b> A system used locally by a School/Admin Unit to provide a capability not available in a central system. The system was neither created by, nor supported by, Columbia University Information Technology.
	<b>SIS:</b> Student Information System - student oriented system that conveys academic registration status to other CU systems.
	<b>SPA:</b> Sponsored Projects Administration (formerly Research Administration).
	<b>SPF:</b> Sponsored Projects Finance (formerly Restricted Funds).
	<b>Stakeholder:</b> An individual or School/Admin Unit that is involved in, impacted by, or has a relevant interest in project activities or outcomes.

	<b>Subject Matter Expert (SME):</b> A person who is an expert in a particular business area.
<b>T</b>	<b>TalentLink (TL):</b> TalentLink is the system used at Columbia University to manage job descriptions, requisitions, and applicant information for the recruitment of administrative personnel (Officers of Administration and Union and Non-Union Support Staff).
	<b>Time and Labor and Absence Management (TLAM):</b> Modules within PAC to support employees and departments in the management and tracking of time worked and time off in a consistent and compliant way. Once TLAM is implemented across the University, FFE Time Entry will be retired, reducing the number of components used in the FinSys legacy system.
	<b>TBER (aka T&amp;E):</b> Travel and Business Expense Report.
	<b>Template-Based Hire (TBH):</b> A function within PAC where new hire and rehire transactions are initiated electronically in the departments and schools through PAC templates.
	<b>To-Be:</b> A future state of a process. Typically used in reference to a desired future state.
	<b>Trees:</b> A PeopleSoft graphical format that organizes ChartField data into hierarchies which can be used for security, reporting and managing organizational structure.
<b>U</b>	<b>UNI:</b> University Network Identification.
	<b>UwPA:</b> University-wide Purchasing Agreements are those supplier relationships for products and/or services that have cost, terms and other business elements negotiated by the Purchasing Office.
<b>W</b>	<b>Workflow:</b> The routing of transactions based on rules.
	<b>Worklist:</b> The automated to-do list created by workflow. From the worklist, you can directly access the pages you need to perform the next action and then return to the worklist for another item.