



Template-Based Hires and Labor Accounting - Page 2 of the TBH Template

How to Create Salary Distribution Profiles and Additional
Compensation Payments at the Time of Hire





Template-Based Hires Page 2 Module

The *PAC Template-Based Hires (TBH)* course consists of two modules that provide guidance on how to complete a hire/rehire template. *Page 1* is where employee and position data is entered, and *Page 2* is where the labor accounting portion is entered.

Completion of both modules and the accompanying knowledge assessment available at the end of the *Labor Accounting Page 2* module is required to use the TBH in PAC. A score of 90% or better is required for passing the knowledge assessment.

This module teaches you how to complete the 2nd page of the templates, the labor accounting portion, where you will enter the distribution of regular earnings and additional compensation payments across one or more combination codes.

Estimated Time to Complete Module: *35 minutes.*



Navigate to the Labor Accounting Page

Once the personal and job data information is completed on page 1, navigate to page 2 by clicking the **Labor Accounting** tab on the top of the page. Edits will run to check all required fields were completed. Review any error messages that appear and make any corrections, as needed.



The screenshot shows a web interface for 'Template Based Hire/Rehire'. At the top, it says 'Enter/Review the employee information.' Below this are two tabs: 'Personal / Job Data' and 'Labor Accounting'. The 'Labor Accounting' tab is highlighted with a red border. There is a large, semi-transparent watermark in the background that reads 'AWS Production'.

Prepare for Data Entry – Obtain Accounting/Salary Data

The initiator, the person in the home department who completes the entry into the template, gathers the accounting information as well as HR information.

Types of information to obtain:

- Salary Distribution percentages and combo codes where salary is charged.
- Additional compensation information and combo codes (when applicable).



About Salary Distributions at Hire

What are Salary Distributions?

A salary distribution is the process by which departments communicate the allocation of regular earnings for faculty and staff to the Accounting and Reporting at Columbia (ARC) system. Departments create salary distribution profiles in PAC which detail the Combo Codes / ChartStrings to which the employee's earnings should be charged.

For whom do you enter a Salary Distribution transaction?

Salary distribution transactions are created for active employees in your home department. At the time of hire/rehire, a salary profile is created for all faculty and staff via Template-Based Hire (TBH). Once an employee is hired into PAC, the employee's salary profile can be modified, by those in the home department with access to do so, on the Salary Distribution Page in PAC.

What happens when a Salary Distribution transaction is entered on the TBH?

When you enter the salary distribution into the new hire/rehire template in PAC, it communicates to the University's Accounting System (ARC) and "tells" it the specified Combo Code(s)/ChartString(s) to charge an employee's earnings.

Salary Distribution Section of the TBH Template

This section must be completed to submit the template, and you can enter up to 2 (two) different funding allocations. If the salary is to be allocated to more than two funding sources, submit the template using the department default account and then update the employee's profile on the Salary Distribution page once they are hired in the system.

The effective date for the employee's salary distribution is the Job Effective Date (Hire Date) that was entered on page 1 of the template. There is not a separate "begin date" to enter in this section.

In this example, 100% of the earnings is charged to a single combination code.

Smart HR Transactions Go to Bottom of page

Template Based Hire/Rehire

Enter/Review the employee information.

Job Eff Date (Hire Date): 07/28/2025

Personal / Job Data **Labor Accounting**

Employee Information

Salary Distribution - 1a

Combination Code	1000282635	Funding End Date	06/30/2026
Description	53300-UR003343-00000-00000000		
Combo Code Department	4560302 CCO Undergrad Student		
Combo Code Amount		Percent of Distribution	100.000000



Distributions to Foreign Department Combination Codes

Can I distribute salary to Foreign Department Combo Codes?

Template-based hire transactions are completed for employees in your own admin department(s). Therefore, you cannot initiate a TBH transaction for an employee who is not currently in your admin department(s).

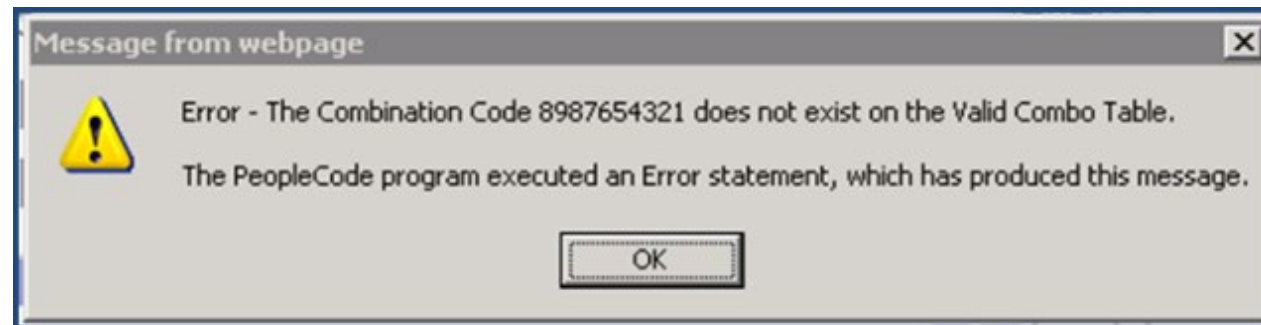
However, when inputting the salary distribution profile into the TBH for an employee in your own department, you may charge your own combo codes or foreign department combo codes. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval.



Combination Code Errors

After inputting the combo code in the field, and then either pressing the Enter key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code.

If the combination code is invalid or does not exist, you will not be able to save or proceed with the transaction. The entry field will turn red, and PAC will generate a pop-up window with a message related to the error such as, "Invalid combination code value. Please check the value and re-enter or use the search page to find a valid value." Or "The Combination Code 1234567898 (e.g.) does not exist on the Valid Combo Table."



There are many reasons why a combo code is invalid. Let's look at a few of these and explore correcting the errors.



Correcting Combination Code Errors

Here are some examples of combination code errors and reasons why they appear. Depending on the error, you may need to research the attributes with your department to resolve the error. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

- 1. Inactive Combo Code** - An inactive combo code is a "frozen" combo code that cannot be used for any transactions. Check if the combination code is inactive. For example, if a project is active from 1/1/25 - 12/31/27, the combo code(s) for that project will become inactive on 1/1/28.
- 2. Combination Code does not exist** - Is this the first time the ChartString is being used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created. Refer to the Request a New Combo Code lesson in the *PAC Basics for Transactors* training module for more information.



Correcting Combination Code Errors, cont.

3. Project Activity Date Errors - This occurs when the transaction dates fall outside of the start and/or end date of the Activity associated with a combo code. If the combo code is active but the project activity end date passed, the combo code will give you an error message when the transaction dates are outside the activity dates.

This is because a combo code is specific to the Activity. If a project is active from 1/1/25 - 12/31/27, a combo code can be created for each of the project activity segments, e.g., Activity 1 = 1/1/25 - 12/31/25 = combo code 1234567891, Activity 2 = 1/1/26 - 12/31/26 = combo code 1425369685 and activity 3 = 1/1/27 - 12/31/27 = combo code 1236547898

- **All ChartFields Active for the Period** - Are all the ChartFields active for the period of time for the transaction?
- **Combo Code and Earnings Code** - Is the combination code valid for the REG earnings code? I.e., is the ChartString that the combo code represents valid to use for a REG earnings code?



Profile Effective Date with Combination Code Edits

PAC will also run an edit to check that the Job Effective Date (Hire Date) is a valid date within the Activity Dates for the combo code entered.

After entering the Job Effective Date on the entry page of the template and then a Combination Code on page 2 of the template, the edit will run to confirm that the Job Effective Date is within the activity start and end dates established for the combo code entered.

For example, if the activity dates for a combo code = 10/1/26 - 5/31/27 and the entered Job Effective Date entered = 9/16/26, PAC will return an error stating that the Effective Date must be within the Activity Dates for the Combo Code.



Funding End Date

The Funding End Date is 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 specified combo code(s). A Funding End Date is required for all Salary Distributions. In some instances, the profile rolls over to the next fiscal year.

How Funding End Dates are Used

Salaried Employees not on a Grant with no Specific Funding End Dates

- For salaried employees not on a grant, and with no specific funding end date, enter the funding end date = to June 30 FY (e.g., 06/30/YYYY), unless you want to stop charging the ChartString(s) earlier. The funding will roll over to the next FY at the end of each fiscal year.

Note: If the employee has a salary increase/decrease, a new salary distribution profile does not need to be entered (on the Salary Distribution Page in PAC). Salary distributions are stored as a percentage and PAC will recalculate the amount charged to the ChartString(s) and apply that same percentage allocation. If the salary increase/decrease requires a change to the percent(s) or amount(s) charged to a ChartString a new profile must be created. We'll explore this shortly.



Funding End Date, cont.

Salaried Employees not on a Grant with a Specific Funding End Date

- For salaried employees not on a grant but with a specific funding end date, enter the actual funding end date. The funding allocation will end on that date and a new profile must be entered. E.g., Funding ends on 12/14/YYYY, a new profile must be set up effective 12/15/YYYY otherwise the salary charges will fall into the department suspense ChartString.

Employees with Grant Funding

- For employees with grant funding, enter the actual funding end date. The funding will end on that date and a new profile must be entered. E.g., funding ends on 12/14/YYYY, a new profile (in the Salary Distribution Page in PAC) must be set up effective 12/15/YYYY otherwise the salary charges will fall into the department suspense ChartString.



Salary Distribution Rollovers for Academic Personnel Reappointments at Morningside

When Morningside academic personnel are reappointed, the salary distribution previously in place will be evaluated and, whenever possible, will be rolled forward to the new appointment and will eliminate the need to enter new salary distributions for most reappointments. Academic personnel, such as Graduate Research Assistants, who are funded by sponsored projects will not have their salary distribution rolled forward.

When a reappointment is processed in PAC, the system will evaluate the prior funding for that person. If the prior salary distribution meets all the criteria listed, the prior salary distribution will be set up automatically for the period of the new appointment. If any of the following criteria are not met, then a new salary distribution will need to be set up in PAC by the administrative department.



Criteria for Salary Distribution Rollovers for Academic Personnel Reappointments at Morningside

Criteria:

- The ComboCode used in the prior salary distribution must be active for the current fiscal year.
- The reappointment must be within one year from the last termination date. For example, if someone was last appointed 9/1/2025 - 12/31/2025 or 9/1/2025 - 5/31/2026, he or she can be reappointed, and the funding can be rolled over whether s/he is reappointed for 9/1/2026 - 12/31/2026 or 9/1/2026 - 5/31/2027.
- The salary funding must be allocated to non-sponsored projects only.
- The reappointment is to the same Morningside department.

When is a New Salary Distribution Required?

A new salary distribution will be required for reappointments if any of the following are true:

- The department wishes to change the funding source for the reappointment.
- The ComboCode used in the prior salary distribution is no longer active.
- The prior salary distribution included sponsored project accounts.
- The reappointment is more than one year from the prior termination.



Percent Distribution and Combination Code Amount

To assign the salary distribution for the hire/rehire, enter either the percent in the % (Percent) Distribution field or the dollar amount in the Combination Code Amount field, but not both. Once either a Percent or Combo Code Amount is entered, the other field is grayed out and unenterable.

The Percent (%) Distribution is the percentage of a payment (regular salary or add comp) being charged to a specified combo code.

Combo Code Department	4560302 CCO Undergrad Student		
Combo Code Amount	<input type="text"/>	Percent of Distribution	<input type="text" value="100.000000"/>

The combo code amount is the dollar amount of the salary to be charged to the ChartString.

Using a Combination Code Amount

If a Combo Code Amount is entered, the system will calculate the percentage and store the percentage in PAC. Storing percentages in the system allows for automatic allocation of earnings when there is a change in earnings, e.g., salary increases or decreases. The total salary distribution must equal 100%.

You may enter up to two allocations with the total percentage amount equal to 100% OR the total Combo Code Amount equals the employee's regular earnings entered on page 1 of the template.

Salary Distribution - 1a

Combination Code	1000282635	Funding End Date	06/30/2026
Description	53300-UR003343-00000-00000000		
Combo Code Department	4560302 CCO Undergrad Student		
Combo Code Amount	50000.000000	Percent of Distribution	66.667000

Salary Distribution - 1b

Combination Code	1000282647	Funding End Date	06/30/2026
Description	53300-UR003343-40928-00000000		
Combo Code Department	4561104 CCO CCE Experiential E		
Combo Code Amount	25000.000000	Percent of Distribution	33.333000

Notice how PAC converts the dollar amounts into percentages. The total percentage charged equals 100%.



Enter a Salary Distribution Comment

Comments are optional when creating new salary distribution profiles. In this section, you may provide a description of the distribution and indicate the nature and reason for the allocation, along with any specific details required by your own department or school. This information is viewable to the approvers and helpful for their review.

There is one comment area available at the bottom of the two salary distribution sections where you can enter notes about the salary distribution.

Salary Distribution Comments

Comments



\$0 Salary Appointments in TBH

\$0 salary appointments do not have regular earnings. However, when hiring a \$0 salary appointment in TBH, you must indicate a combo code and percent distribution on the hire/rehire template.

When completing the salary distribution section in TBH for \$0 salary appointments, enter or select the combo code and enter 100% in the percent of distribution field.

Note that for \$0 salary employees this is just a "placeholder". The employee has no regular earnings and therefore nothing will be charged to the combo code.

There are situations where the \$0 salary appointee has a stipend or other form of payment. If so, the payment instructions will be entered as additional compensation, which will be covered in the next section.



Casual Employee Hires Combo Codes in TBH

For casual employees, the combo code(s) entered in TBH will be charged for the earnings entered in their timesheets (in PAC).

If the funding charges for a casual's pay need to be changed, it must be done via Cost Transfer.



Payroll Suspense

When an employee is paid, the earnings need to be allocated to a single, or set of, combo codes (representing ChartStrings.) If during employment, an employee's earnings are allocated to combo codes that are no longer active, the expense defaults to departmental suspense. Entering salary distributions at the time of hire greatly reduces dollars allocated to suspense because the regular earnings are allocated to the funding source as of the hire date.

Salary Distributions to a Grant when it is not Established

Each department has a default combination code, and you may charge this code. There are two funding allocations for suspense; the Default ChartString and the Suspense ChartString. Both are considered suspense, and the difference is that the default ChartString is used to charge salary when the ChartString to charge has not yet been established and the suspense ChartString is charged when the ChartString/Combo Code to which an employee's earnings are being charged has expired, reached a limit or becomes inactive. Both types are department specific.

Once the grant is established, the salary distribution profile must be modified to allocate earnings to the correct combination code(s) as well as to move dollars out of suspense and into the correct combination code(s). This step is completed by either creating a retroactive salary distribution or a salary distribution and a separate cost transfer transaction.



About Additional Compensation Payments at Hire

What are Additional Compensation Payments?

Additional Compensation Payments, also known as add comp or additional pay, are one-time or ongoing payments that are made in addition to regular earnings for active officer level employees only. When you enter an add comp into PAC, you also specify which ChartString(s) should be charged.

Why are Additional Compensation Payments made?

Add comps are made for many reasons, including extra pay for additional duties performed, special one-time payments and ongoing clinical payments of varying types.

With what Frequency are Additional Compensation Payments paid?

An add comp can be paid all in one pay period or be spread out over multiple pay periods.

For whom do you enter an Additional Compensation Payment in TBH?

If known at the time of hire/rehire, an add comp payment may be entered for officers of instruction, research, libraries and administration, plus student officers. Add comps are optional and thus, not required to complete entry of the template. Once an employee is hired into PAC, add comp payments can be created on the Additional Pay Page in PAC. Training on the additional compensation payments page is covered in a separate course.



More About Additional Compensation Payments at Hire

Can Additional Compensation Payments be made to employees outside of the home department?

Yes, but not via Template-Based Hire. On the hire/rehire templates, you can only initiate transactions, and thus add comp payments, for employees in your own home (administrative) department(s). If you are charging one or more foreign combination codes, the transaction will move through the workflow and will be routed to the foreign funding departments for approval prior to the employee being hired into PAC and thus the release of the payment(s). Creating add comp payments for employees outside of the home department(s) is covered in the Additional Compensation Transactions course.

What happens when an Add Comp payment is entered in TBH?

When you enter an add comp payment in TBH, it is released to the employee (per the payment details entered) and PAC communicates to the University's Accounting System (ARC) and "tells" it the specified Combo Code(s)/ChartString(s) to charge the employee's add comp(s).

What are Non-Officer Additional Payments and how are they paid?

All additional payments for Union and Non-Union Support Staff and Casuals, for example OT or shift differential, are handled in the Time and Labor and Absence (TLAM) modules in PAC. For departments not yet onboarded into TLAM, these payments are handled in the Time Collection Module in FFE.



Earnings Codes - Template-Based Hires

All payroll transactions have an associated Earnings Code (or earn code). An earnings code identifies the type of payment with related tax withholding, benefits information and fringe rate the employee is to receive. This code distinguishes the transaction from other payments by:

- linking the payment to an accounting distribution record
- coding retirement benefits eligibility and fringe rate
- coding tax withholding procedure (whether flat tax or annualized tax rates are used)

Salary Distributions in Template-Based Hire

As Salary Distribution profiles are established for faculty and staff regular earnings, the earnings code used for these transactions is REG and it is automatically applied to salary distribution transactions.

Additional Compensation Payments in Template-Based Hire

Additional compensation payments can be paid under many earnings codes and every add comp transaction has an Earnings Code. The code is selected when the add comp transaction is created.

Earning codes can be campus, department or employee-type specific (i.e., for summer session instructional payments only). Exercise caution when choosing earnings codes. The earnings codes available for employees may be campus or position specific.



More about Earnings Codes - Template-Based Hires

Clinical Earnings Codes/Clinical Faculty Codes

There are a few earnings codes specific to the CUIMC campus that are used to pay clinical add comps (both one-time and annual) related to private practice activities. In general, you will use the annual clinical earn codes 005 Tier 1 private practice with benefits and 004 Tier 2 private practice no benefits. These earn codes will automatically require the use of certain combo codes that are associated with clinical attributes in the financial system.

One-time add comp practice payments - Special CUIMC only earnings codes have been created for add comp payments being paid under Tier 3 private practice situations.

Benefits Eligible Earnings Codes

In order for an add comp to be eligible for benefits, an employee must:

- be working continuously on a project plus performing additional responsibilities for at least 8 months or more and the total payment must be \$1,000 or more

Using this criteria, bonuses for exceptional performance are NOT benefits eligible. However, certain add comps such as summer session instructional payments are benefits eligible even though the work is performed for less than 8 months.

For more information on earnings codes, reference the *PAC Basics for Transactors Course*.

Additional Compensation Section of the TBH Template

This section is not required to submit the TBH as not all employees receive additional pay at the time of hire. You can enter up to three (3) additional compensation payments and each payment can be distributed across two (2) different combo codes.

Additional Compensation - 1a

Earnings Code	<input type="text" value="BNS"/>	Earnings End Date	<input type="text" value="07/31/2025"/>
Description	<input type="text" value="Bonus"/>	Combination Code	<input type="text" value="1000282635"/>
Pay Period Amount	<input type="text" value="500.000000"/>	Description	<input type="text" value="53300-UR003343-00000-0000000"/>
		Combo Code Department	<input type="text" value="4560302 CCO Undergrad Student"/>

You enter the amount the employee is to receive per pay period and the length of time it is to be received.

Two things affect how much an employee receives:

- The Pay Period Amount of the additional compensation.
- The Earnings End Date for the additional compensation

Note: The effective date for the employee's additional compensation is the Job Effective Date (Hire Date) that was entered when initially entering information into the template. There is not a separate begin date to enter in this section.

The Additional Compensation Payment Effective Date

The effective date for the employee's additional compensation is the Job Effective Date (Hire Date) that was entered when initially entering information into the template. There is not a separate begin date to enter or that the payments can begin.

Notice that there is not an effective date in this example add comp payment.

The payment begin date will use the hire date entered on page 1.

Additional Compensation - 1a

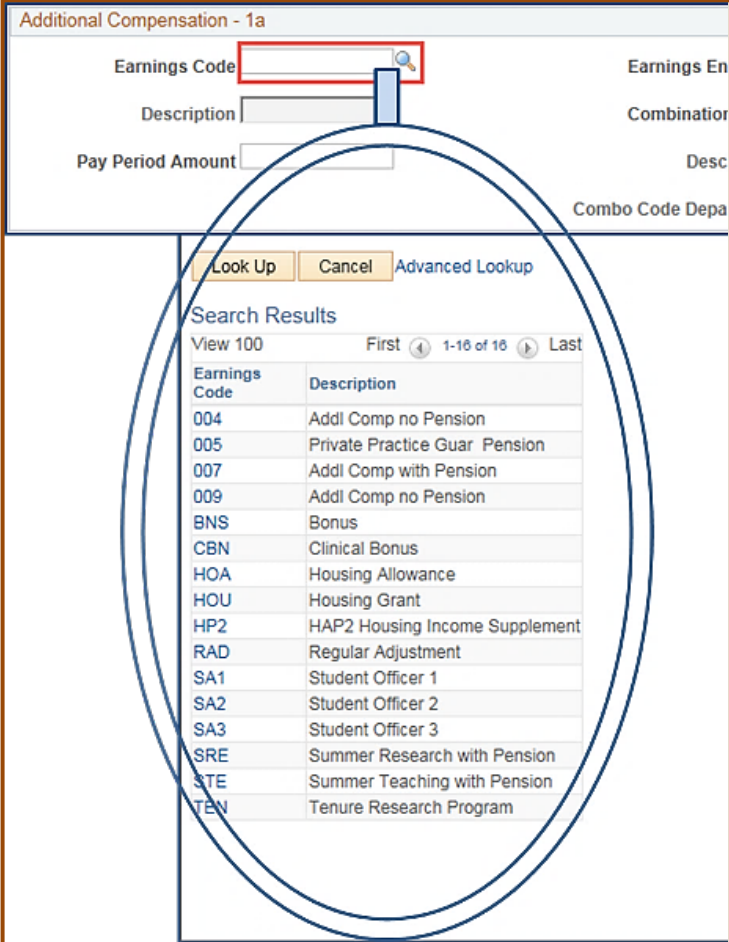
Earnings Code	<input type="text" value="BNS"/>	Earnings End Date	<input type="text" value="07/31/2025"/>
Description	<input type="text" value="Bonus"/>	Combination Code	<input type="text" value="1000282635"/>
Pay Period Amount	<input type="text" value="500.000000"/>	Description	<input type="text" value="53300-UR003343-00000-0000000"/>
		Combo Code Department	<input type="text" value="4560302 CCO Undergrad Studen"/>

Earnings Codes for Additional Compensation Payments

Earnings codes describe the type of add comp the employee is to receive. The code is what sets this payment apart from others this employee may receive. You can enter the earnings code directly into the field, if you know it, or search for the code by clicking on the magnifying glass icon next to the earnings code field.

Rule: Only one add comp payment can be paid **per earnings code, per employee, per paycheck.**

An employee can receive multiple add comps using different earnings codes, but only one payment **per earnings code** can be made to the employee per paycheck.



The screenshot shows a web form titled "Additional Compensation - 1a". At the top, there are input fields for "Earnings Code", "Description", and "Pay Period Amount". A magnifying glass icon is positioned to the right of the "Earnings Code" field. Below these fields are buttons for "Look Up", "Cancel", and "Advanced Lookup". A search results table is displayed below the buttons, showing a list of earnings codes and their descriptions. The table is titled "Search Results" and includes navigation options like "View 100", "First", "1-16 of 16", and "Last".

Earnings Code	Description
004	Addl Comp no Pension
005	Private Practice Guar Pension
007	Addl Comp with Pension
009	Addl Comp no Pension
BNS	Bonus
CBN	Clinical Bonus
HOA	Housing Allowance
HOU	Housing Grant
HP2	HAP2 Housing Income Supplement
RAD	Regular Adjustment
SA1	Student Officer 1
SA2	Student Officer 2
SA3	Student Officer 3
SRE	Summer Research with Pension
STE	Summer Teaching with Pension
TEN	Tenure Research Program





Key Points on Selecting Earnings Codes



Earnings codes are restricted to those appropriate for the employee to whom you are paying the add comp. When you click on the magnifying glass icon, a list of available earnings codes to choose from, specific to the employee, appear. For example, you cannot use a clinical earnings code for an admin employee at the Morningside campus.



Once an earnings code is entered/selected, PAC will run edits and if the earnings code passes validation, i. e. it is valid to use for the add comp payment for the employee, it is populated on the template and the description is displayed.



If the earnings code is not valid for the employee or dollar amount or timeframe, select the appropriate code.





The Earnings End Date for Add Comps

The earnings end date is required and indicates the last paycheck the employee is to receive the add comp payment. In this example, assume the employee was hired on 7/22/YYYY and is to be paid a one-time bonus. Indicating an earnings end date = 7/31/YYYY tells PAC to pay the employee for one paycheck.

Note: An Earnings End Date must fall on the end of a pay period, i.e., the 15th or last day of the month.

Notice that there is not an effective date in this example add comp payment.

The payment begin date will use the hire date entered on page 1.

Additional Compensation - 1a

Earnings Code	<input type="text" value="BNS"/>	Earnings End Date	<input type="text" value="07/31/2025"/>
Description	<input type="text" value="Bonus"/>	Combination Code	<input type="text" value="1000282635"/>
Pay Period Amount	<input type="text" value="500.000000"/>	Description	<input type="text" value="53300-UR003343-00000-00000000"/>
		Combo Code Department	<input type="text" value="4560302 CCO Undergrad Student"/>



Add Comps Charged to Foreign Department Combination Codes

Can I charge Add Comps to Foreign Department Combo Codes?

Yes, when entering add comps in template-based hire, you may charge your own combo codes or foreign department combo codes. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval





Add Comps for \$0-Salary Appointments

How do I process a stipend payment for a \$0-salary appointment?

Like other additional compensation earn codes, you can process a stipend payment using the appropriate earn codes, pay period amount, end date, and combination code.

Note: 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
- no class field validation

Combo Code Error Messages with \$0-Salary Appointments

Error Message when an Invalid Combo Code is Used with the STI Earnings Code

Additional Compensation - 1a

Earnings Code: STI
Description: Stipend Payment
Pay Period Amount: 1000.000000
Earnings End Date: 09/30/2025
Combination Code: 1000677591
Description: 61172-PG015025-7000
Combo Code Department: 7575304 ICG Palomero Lab

Additional Compensation - 1b

Earnings Code: STI
Description: Stipend Payment
Pay Period Amount:
Earnings End Date:
Combination Code: 1000553379
Description: 53300-PC002040-10344-RGY210
Combo Code Department: 7573302 FCM Operations

Not a valid combo code. Accounts used with the STI Earning Code must start with 6. (22100,1469)

OK

Error Message when the FFE Budget Tool Information is Invalid

The class field needs to be on FFE budget tool with a parent and sponsor budget, and a zero budget for accounts 61115, 61140, or 61172 (child budget).

If a budget is not set up, an error message will be displayed when using the combo code in additional pay, cost transfer, and TBH's additional compensation.

The Combo Code selected is not valid because the class field is invalid for this transaction.

OK

Add Comps for \$0-Salary Appointments - Example

Example of a Post Doc Position Entry on Page 1

Example of the Add Comp Payment on Page 2

Position Information

Override Position Data

*Position Number	11000002		Work Location	01
Position Title	Senior Research Scientist		*Admin Dept No.	757300X
Position Dept No.	757300X		Admin Dept Name	FCM Ctr for Family & Comm Med
Position Dept Name	FCM Ctr for Family & Comm Med			
*Full/Part Time	Full-Time			
*Job Code	110100			
Salary Grade	RES		Standard Hours	35.000000

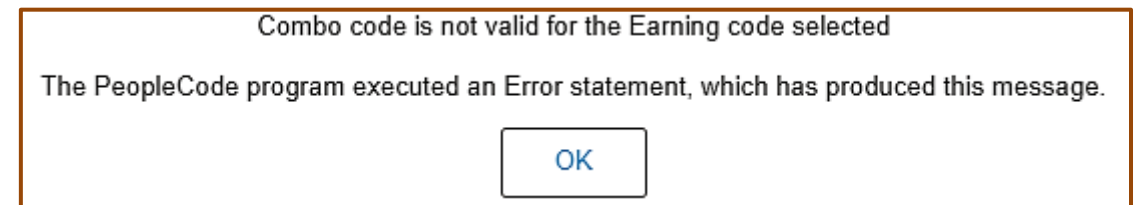
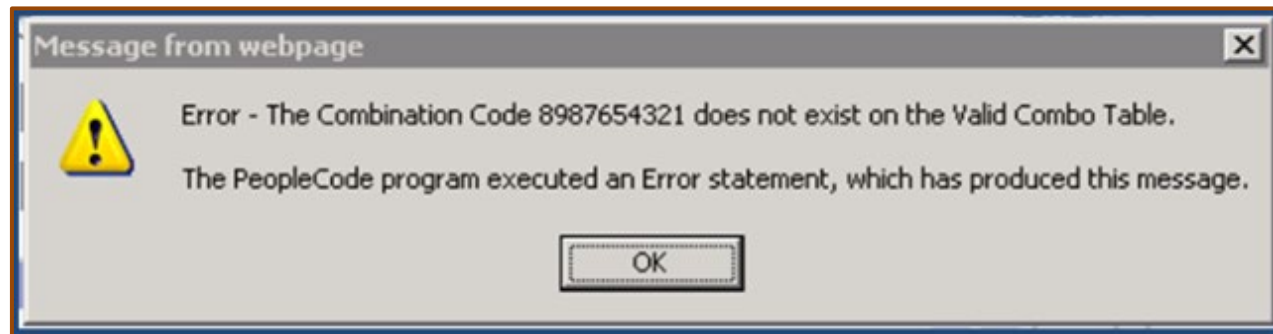
Additional Compensation - 1a

Earnings Code	STI	Earnings End Date	09/30/2025
Description	Stipend Payment	Combination Code	1000677591
Pay Period Amount	1000.00	Description	61172-PG015025-70003-TP2151
		Combo Code Department	7575304 ICG Palomero Lab

Combination Code Errors – Add Comp Payments

After inputting the combo code in the field, and then either pressing the Enter key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code.

There are many reasons why you may get an invalid combo code error. If the combination code is invalid or does not exist, you will not be able to save or proceed with the transaction. The entry field will turn red, and PAC will generate a pop-up window with a message related to the error such as, "Invalid combination code value - - press the prompt button or hyperlink for a list of valid values." Or "The combo code is not valid for the earnings code selected."



There are many reasons why a combo code is invalid. Let's look at a few of these and explore correcting the errors.



Correcting Combination Code Errors – Add Comp Specific

Refer to the section shown earlier in the module describing combination code errors, reasons why they appear, and, how to correct them.

Note that Add Comp Payments can be set up using many different earnings codes (whereas Salary Distributions only use the REG earn code), ensure that the combination code is valid for the earnings code used. I.e., Is the ChartString that the combo code represents valid to use for the earnings code selected.

Pay Period Amount for Add Comps

The Pay Period amount is the dollar amount paid to the employee each paycheck. To obtain the pay period amount, you must take the total amount of the add comp and divide it by the number of pay periods it is to be paid over and, also by the number of combo codes that are funding the earnings code (if more than one).

In this example, the total \$500 payment is to be paid over one pay period, thus, the **Pay Period Amount** = \$500 is entered and the **Earnings End Date** entered is the paycheck date equal to one pay period from the employee's date of hire.

Additional Compensation - 1a

Earnings Code	<input type="text" value="BNS"/>	Earnings End Date	<input type="text" value="07/31/2025"/>
Description	<input type="text" value="Bonus"/>	Combination Code	<input type="text" value="1000282635"/>
Pay Period Amount	<input type="text" value="500.000000"/>	Description	<input type="text" value="53300-UR003343-00000-00000000"/>
		Combo Code Department	<input type="text" value="4560302 CCO Undergrad Student"/>



Pay Period Amounts and Paychecks

Entering an Earnings End Date that includes multiple future paychecks, will pay the Pay Period Amount entered each paycheck. It is important to check the calculation and total amount to be paid and over how many pay periods.

Add Comp Payable in One Pay Period

As we saw in the prior example, the **Pay Period Amount** = \$500 for **Earnings Code BNS**, for **one pay period (Earnings End Date = the one pay period from the date of hire.)** PAC will pay the employee a total of \$500 under earnings code BNS and the employee will receive the total amount (\$500) in one paycheck.

Add Comp Payable over Several Pay Periods

Earnings code 009 is used for a total payment amount = \$1,000 for four pay periods from the Hire Date through the Earnings End Date. Thus, the Pay Period Amount = \$250. I.e., PAC will pay the employee a total of \$1,000 under earnings code 009 and the employee will receive the total amount (\$1,000) **over four paychecks, \$250 per paycheck.**

Important! Always calculate the Pay Period Amount and check to verify that it is entered as intended. In this example, that \$250, not \$1,000, is paid per pay period.



Retroactive Payments and Paychecks

Refer to the [Payroll Calendars](#) which list the approval deadlines for TBH (and other HR) transactions to be included in the next processing cycle. In the examples reviewed so far, the transactions were approved and processed timely. Let's explore what happens when transactions are approved after the pay period deadline.

Add Comp Received Final Approval After the Payment Date

In the prior example, the employee is to receive a total add comp payment amount = \$1,000 paid over four paychecks at \$250 per paycheck. If the TBH is approved timely, the employee receives an additional \$250 each paycheck.

If the TBH is approved *after* the pay period deadline, the Pay Period Amount still equals \$250, and the employee will still receive a total of \$1,000 under earnings code 009. However, as the first payment was not included in the first paycheck as calculated, the employee will receive \$500 in the next paycheck and \$250 in each of the following two paychecks.

Add Comp Comments - Required

A comment box is available at the bottom of each add comp payment section and is **required for every add comp payment**. Enter a description for each add comp payment entered along with any other information. Indicate the nature and reason for the add comp and include specific details required by your own department or school. For oversight and auditing reasons, it is required that you make every effort to make this information as specific as possible.

Additional Compensation - 1a	
Earnings Code <input type="text"/>	Earnings End Date <input type="text"/>
Description <input type="text"/>	Combination Code <input type="text"/>
Pay Period Amount <input type="text"/>	Description <input type="text"/>
	Combo Code Department <input type="text"/>

Additional Compensation - 1b	
Earnings Code <input type="text"/>	Earnings End Date <input type="text"/>
Description <input type="text"/>	Combination Code <input type="text"/>
Pay Period Amount <input type="text"/>	Description <input type="text"/>
	Combo Code Department <input type="text"/>

Comments - 1	
Comments	<input type="text"/>



TBH Labor Accounting Transaction Examples

Following are sample Salary Distribution Profile entries and Additional Compensation Payments in TBH transactions.

Salary Distribution with Single Funding Source by Percentage

In this example, the employee's earnings are charged 100% to a single non-grant funding source.

Smart HR Transactions Go to Bottom of page

Template Based Hire/Rehire

Enter/Review the employee information.

Personal / Job Data **Labor Accounting**

*Job Eff Date (Hire Date): 07/28/2025

Employee Information

Salary Distribution - 1a

Combination Code	1000282635	Funding End Date	06/30/2026
Description	53300-UR003343-00000-00000000		
Combo Code Department	4560302 CCO Undergrad Studen!		
Combo Code Amount		Percent of Distribution	100.000000



Salary Distribution with Multiple Funding Sources by Percentage

In this example, the employee's earnings are charged 70% to the home department and 30% to another department where the employee is working on a project. The regular earnings are charged 100% to two combo codes.

Salary Distribution - 1a	
Combination Code	1000282635
Description	53300-UR003343-00000-00000000
Combo Code Department	4560302 CCO Undergrad Student
Combo Code Amount	
Funding End Date	06/30/2026
Percent of Distribution	70.000000

Salary Distribution - 1b	
Combination Code	1000282070
Description	52030-EN005124-20112-DHA1
Combo Code Department	6003101 EIL Directorate Office
Combo Code Amount	
Funding End Date	06/30/2026
Percent of Distribution	30.000000

Salary Distribution with Single Funding Source by Combination Code Amount

In this example, the employee's earnings are charged to a single non-grant funding source, and the entire regular earnings dollar amount is entered.

Entered dollar amounts convert to a percentage. In this example it is equal to 100% of the employee's salary.

Salary Distribution - 1a

Combination Code	1000282635	Funding End Date	06/30/2026
Description	53300-UR003343-00000-00000000		
Combo Code Department	4560302 CCO Undergrad Student		
Combo Code Amount	72000.000000	Percent of Distribution	100.000000

A blue arrow points from the Combo Code Amount field to the Percent of Distribution field.



TBH Single Add Comp Payment Charged to One Combo Code

In this example, the employee is to receive a one-time bonus payment equal to \$500 charged to one combo code.

To end the payment after one pay period, enter the next pay period end date from the employee's hire date. The employee will receive the bonus payment in the next paycheck and no additional payments.

Additional Compensation - 1a	
Earnings Code	BNS
Earnings End Date	07/31/2025
Description	Bonus
Combination Code	1000282635
Pay Period Amount	500.000000
Description	53300-UR003343-00000-00000000
Combo Code Department	4560302 CCO Undergrad Student

TBH Single Add Comp Charged to Multiple Combo Codes

In this example, the employee will receive a bonus payment of \$1,000.00 charged equally to two combo codes.

Additional Compensation - 1a	
Earnings Code	BNS
Earnings End Date	08/31/2025
Description	Bonus
Combination Code	1000016341
Pay Period Amount	500.000000
Description	53300-UR004637-50047-MD511
Combo Code Department	7528401 OBG EDU General

Additional Compensation - 1b	
Earnings Code	BNS
Earnings End Date	08/31/2025
Description	Bonus
Combination Code	1000010822
Pay Period Amount	500.000000
Description	53300-PC001716-80006-7000000
Combo Code Department	7528102 OBG Allen Clinical

TBH Multiple Add Comp Payments to Different Combo Codes

In this example, an academic officer will receive additional pay for the period 7/1/2xxx – 6/30/2xxx) equal to:

- 004 = \$4,500 (187.50 per pay period, for 24 pay periods)
- 005 = \$9,000 (375.00 per pay period, for 24 pay periods)
- Housing Grant = \$18,000 (750.00 per pay period, for 24 pay periods)

Note: Earnings and Combo Codes shown are for demonstration only.

Additional Compensation - 1a

Earnings Code	004	Earnings End Date	06/30/2026
Description	Addl Comp no Pension	Combination Code	1000140053
Pay Period Amount	187.500000	Description	50010-UR007287-10250

Additional Compensation - 2a

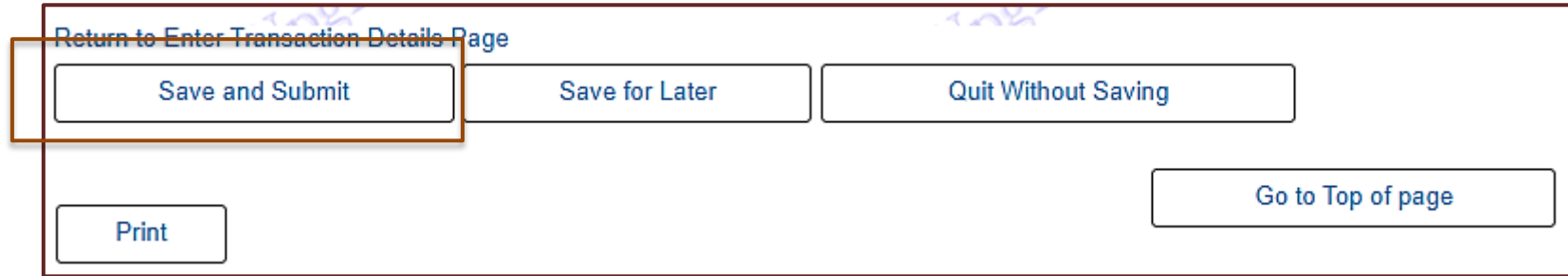
Earnings Code	005	Earnings End Date	06/30/2026
Description	Private Practice Guar Pension	Combination Code	1000219322
Pay Period Amount	375.000000	Description	50010-UR007287-10

Additional Compensation - 3a

Earnings Code	HOU	Earnings End Date	06/30/2026
Description	Housing - Other	Combination Code	1000010379
Pay Period Amount	750.000000	Description	54605-PC001074-80151-7000000

Review, Save and Submit the Template

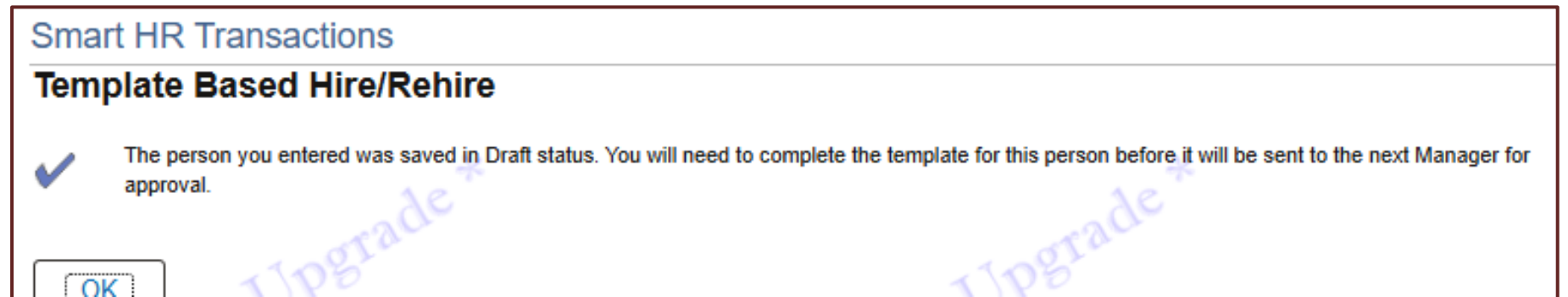
Now that the financial information is entered, you can submit the template through workflow to the 1st level approver by clicking **Save and Submit** on the bottom of the page. The template will leave your initiator queue and move into the worklist of the 1st level approver(s) in the home department.



A screenshot of a web interface showing a row of five buttons: "Save and Submit", "Save for Later", "Quit Without Saving", "Print", and "Go to Top of page". The "Save and Submit" button is highlighted with a red rectangular box. Above the buttons, there is a link that says "Return to Enter Transaction Details Page".

Save the Template to Submit Later

If you are waiting for information or need to confirm an item entry, select **Save for Later** and the transaction will remain in initiator status where you, and only you, can access it and update it with new information.



A screenshot of a confirmation message in the "Smart HR Transactions" system. The message title is "Template Based Hire/Rehire". It contains a checkmark icon and the text: "The person you entered was saved in Draft status. You will need to complete the template for this person before it will be sent to the next Manager for approval." At the bottom left of the message box, there is an "OK" button.

Access a Saved Template

Saved transactions remain in draft status in the initiator's home page queue in the Transactions in Progress section.

HR Transactions				
Hire/Rehire Employee	Transactions in Progress 			
Hire/Rehire Status				
Student Appointment/Hire				
Attachments				
<input type="checkbox"/>	Select	Transaction Type	Effective Date↓	Name↑
<input type="checkbox"/>		HIRE	11/01/2025	*Nrmmyg Mjnyh

Delete a Transaction: Transactions in Progress can be deleted. Select the check box for the employee's hire/rehire template row and then click *Delete Selected Transactions* and it will be deleted.

<input type="checkbox"/>	HIRE	06/3
<input type="checkbox"/>	HIRE	06/0

[Delete Selected Transactions](#)

Go To [Hire/Rehire Status](#)



TBH Workflow and Approvers

The submitted template requires several levels of approvals based upon the employee type, funding department(s) and campus. For complete information on transaction workflows, reference the *PAC Basics for Transactors* course.

Key Points:

- The 1st level of approval is within the administrative department.
- Earnings charged outside the admin department are routed for approval to the foreign funding departments.
- Once the last approver approves the transaction (clicks approve), the template moves to Central Human Resources for final processing. Central HR can also recycle the template if updated information is required.
- Only the Initiator or 1st level approver in the admin department can make changes to a transaction. If any subsequent approver requires a change made, the transaction must be recycled to the admin department 1st level approver who can make any needed changes.
- The admin department approver can recycle the transaction to the Initiator if desired. Once the page is updated, it is again submitted through the workflow for approval.

TBH and the Payroll Calendar

Per the CUIMC or Morningside Payroll Calendar, if final approval of the template occurs in advance of the **PAF, Nomination Forms & TBH Date** listed for the pay period, the template will be routed to the HRPC for completion of the manage hire process and entry into PAC and the employee will receive a paycheck as of the Check Date listed along with any retroactive pay due. The employee will also be assigned an employee ID and will be able to enroll in the Columbia University Benefits (as eligible).

If the template receives final approval *after* the **PAF, Nomination Forms & TBH Date** for a payroll, the template will be routed to the HRPC for completion of the manage hire process and entry into PAC, however, the employee will not receive pay until the following pay period.

Payroll Calendars are accessible in the [Forms and Documents](#) section of the HR Website.

Columbia University Pay Calendar for July 2025 to June 2026								
Type of Payroll	Pay Run ID	Period Covered	PAF, Nomination Forms & TBH	FFE/Time & Labor Entry Period	Labor Accounting Add Comp		View on Web Date	Check Date
			HRPC Mail Closing Date		Dept. Admin.	Final Approve		
Semi-Monthly Other	SMX-26-002	01/01/26-01/15/26	Thu 01/08/2026		Thu 01/08/2026	Wed 01/14/2026	01/17/26	01/21/2026
Weekly	WKL-26-004	01/12/26-01/18/26	Fri 01/09/2026	01/14/26 - 01/16/26			01/21/26	01/23/2026
Semi-Monthly	SMP-26-002	01/16/26-01/31/26	Fri 01/16/2026		Fri 01/16/2026	Fri 01/23/2026	01/28/26	01/30/2026
Stipend / Retiree	STR-26-002	02/01/26-02/28/26	Fri 01/16/2026				01/28/26	02/01/2026
Biweekly	BWK-26-005	01/12/26-01/25/26	Fri 01/16/2026	01/21/26 - 01/26/26			01/28/26	01/30/2026
Weekly	BWK-26-005	01/19/26-01/25/26	Fri 01/16/2026	01/21/26 - 01/26/26			01/28/26	01/30/2026

Transaction Status – Initiator View

To view the status of a template-based hire that you as the initiator submitted, click on the Hire/Rehire Status link from left menu.

Note: The Template-Based Hire Status Page provides a **view only status** of template transactions initiated by yourself as the initiator. A transaction is not accessible from this page, only viewable. You cannot see other Initiator's transactions from this page.

HR Transactions

- Hire/Rehire Employee
- Hire/Rehire Status**
- Student Appointment/Hire
- Attachments
- Visa/Contract Renewal
- Individual Job Summary
- Ad Hoc Salary Change
- Reporting Structure & Location
- View Employee Personal Info
- Extensions

Template Based Hire/Rehire Status

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status:

Transaction Type:

Transaction Status:

Start Date From: To:

Transaction Status ⓘ

Select	Transaction Type	Effective Date	Transaction Status	Name	Person ID	Action
<input type="checkbox"/>	Hire/Rehire	08/04/2025	Pending Approval	Keshav Patel	NEW	Hire

Transaction Approval and Status – Approvers

Approvers access submitted template-based hires to approve via their *Worklist*. Tile navigation = Manager Self-Service > Worklist.

Worklist				
All Transactions		Worklist Items		
Hire/Rehire		<input type="text"/> <input type="button" value="Search"/>		
Department	Department Name	Type of Trans	Effec Date	
7583310	Department of Neurology	Hire/Rehire Approval	07/01	
	Dept of Medicine	Hire/Rehire		

Worklist/Mass Review	
<input type="button" value="Menu"/>	Mass Review Addl Pay
<input type="button" value="Menu"/>	Mass Review Cost Transfer
<input type="button" value="Menu"/>	Mass Review Salary Dist
<input type="button" value="Menu"/>	My Worklist - Detail View
<input type="button" value="Menu"/>	My Worklist - Summary View
<input type="button" value="Menu"/>	Workflow Status

Details	WF Id	Type	Empl
Details	1816196	Hire/Rehir	10244
Details	1821616	Hire/Rehir	NEW
Details	1804480	Hire/Rehir	NEW

Approvers view TBH statuses via the Workflow Status page where they can view the status and with whom it is pending.

Menu Navigation = Worklist/Mass Review > Workflow Status.



Getting Help

Questions?

Speak with your manager to discuss hiring for your department.

Visit the [HR Manager Toolkit](#) for information on processing HR Transactions.

To submit an HR inquiry regarding Hires/Rehires, contact the [Human Resources Service Center](#).





Module Completion

Congratulations

You have completed the *Template-Based Hires and Labor Accounting, How to Create Salary Distribution Profiles and Additional Compensation Payments at the Time of Hire* module.

If you have completed both TBH modules, please complete the associated knowledge assessment that requires a passing grade of 90% to receive credit and to gain access to TBH in PAC.

Click on the “X” in the upper right corner to close out of this module where you can launch the assessment.