

Combo Code Request Form

A Combination Code (“combo code”) is a 9-digit number that represents a unique ChartField combination used by the Human Resources Management System (HRMS). Combination Codes are used in Payroll Distributions as well as Additional Pay components and are needed for all payroll charges.

Please provide the information below on how the position will be coded

Position Title:

Fund:

Appropriation:

Class:

Department Number:

Employee Type:

(Exempt, PT Hourly, Classified, FTF, etc.)

If this is a grant funded position, please include the project number and activity below:

Project Number:

Activity:

Please add any additional details below

Please email this form to Morgan Sandvick, morgan.sandvick@wwcc.edu and Lori Peterson, lori.peterson@wwcc.edu if this is not a grant and we will provide you with the combo code that represents the unique ChartField combination above.

Please email this form to Rachel Warren, rachel.warren@wwcc.edu if this is a grant (Fund 145).

For Business Office only to fill in

Combo Code: