OFFICE OF THE CONTROLLER

Payroll:
Account Funding Change

October 2026

UNIVERSITY OF
South Carolina



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Account Funding Change eForm

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Account Funding Change eForm

The Account Funding Change eForm updates payroll accounting expenses for current and future pay periods.

Review project begin and end dates before payroll posts. When funding ends, move the employee to an appropriate active funding source.

Timely, accurate changes support:

- Internal controls and accurate payroll accounting
- Time and effort reporting
- Sponsor invoicing, grant closeout, and final reporting

Use the following navigation:
Employee Self Service → My Homepage/My Work → ePAF Homepage

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Timely Submission of Account Funding Change eForms

- Refer to the current Payroll Schedule for Lag Employees to determine each submission deadline.
- Submit the eForm before the deadline to reduce the need for retro funding changes.
- For current deadlines, use the Payroll website rather than a static date example.

Deadline Reminder

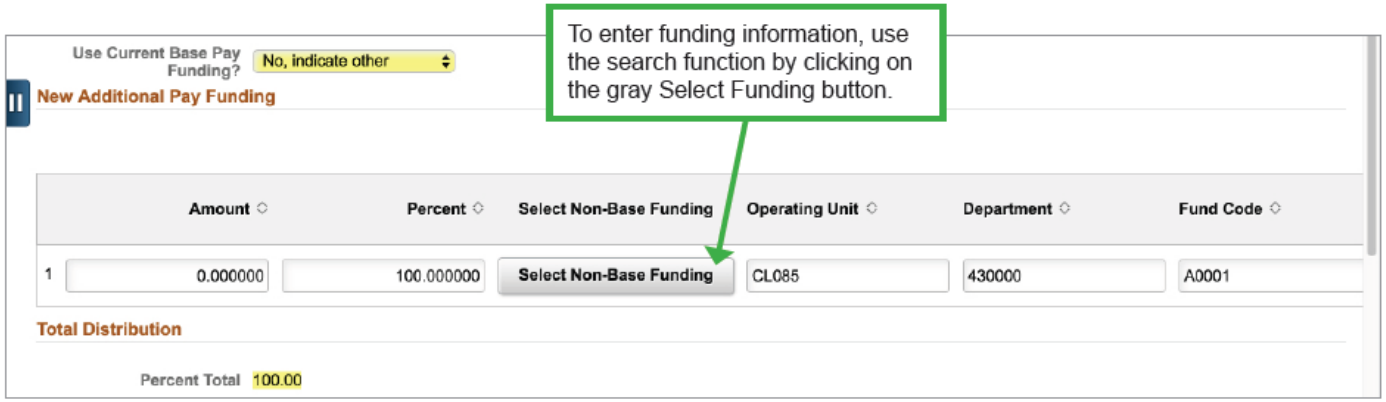
Use the payroll schedule for the pay date you are changing. Submit early enough for the eForm to complete its approval route before payroll processing.

Payroll Period	Checks Distributed	Current End Date	Lag & Hourly End Date	Actions due to HR	Actions due from HR to Payroll
January 15, 2026	1/15/2026	1/15/2026	12/31/2025	Refer to HR website	1/7/2026, 5 p.m.
January 31, 2026	1/30/2026	1/31/2026	1/15/202		/2026, 5
February 15, 2026	2/13/2026	2/15/2026			, 5
February 28, 2026	2/27/202				2/19/2026, 5 p.m.
March 15, 2026	3/13/			Refer to HR website	3/5/2026, 5 p.m.
March 31, 2026	3/		3/15/2026	Refer to HR website	3/23/2026, 5 p.m.
April 15, 2026	4/15/2026	026	3/31/2026	Refer to HR website	4/7/2026, 5 p.m.
April 30, 2026	4/30/2026	4/30/2026	4/15/2026	Refer to HR website	4/22/2026, 5 p.m.

Submit Account Funding change form for 4/30/26 payroll by 4/16/26 (the day after the previous payroll periods date).

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Selecting Funding



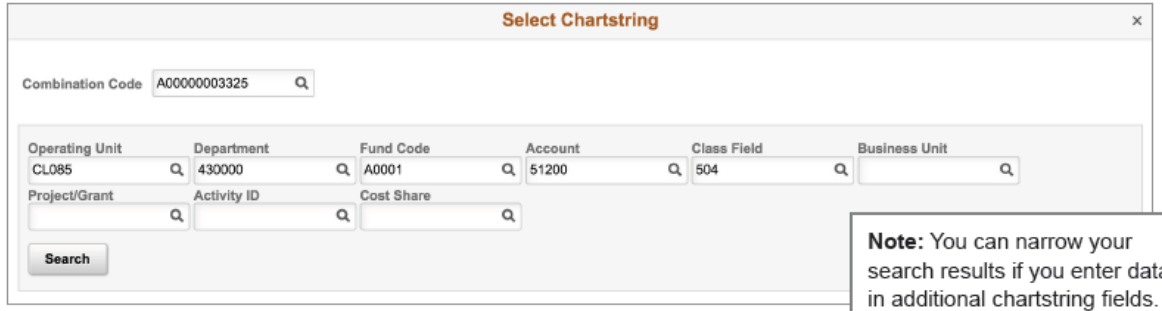
To enter funding information, use the search function by clicking on the gray Select Funding button.

Notice the gray Select Funding button. For different actions, the title of this button might vary slightly.

Select Non-Base Funding

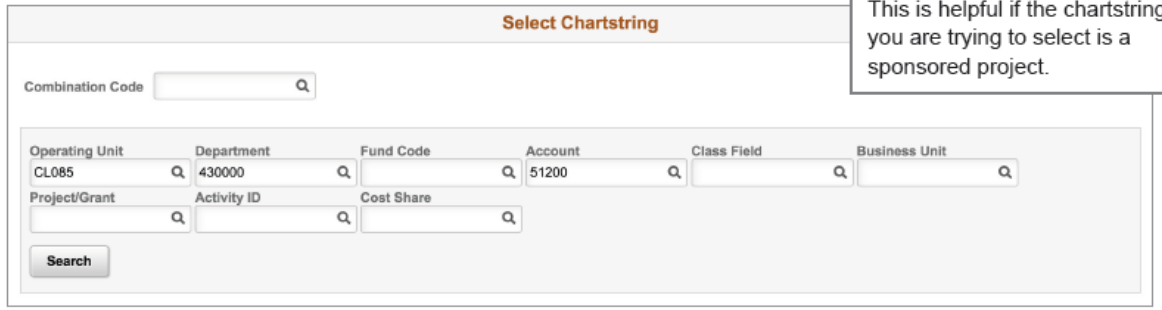
Example: **Changing funding within an existing department**

When you click on the gray Select Funding button, the screen will display Select Chartstring search critieria. The chartstring search automatically populates the base pay funding string.



To search for different funding, you must manually clear the information in all fields that you need to replace.

In the example on the right, we cleared Combinationation Code at the top – and the Fund Code and Class Field below. This left us with operating unit, department, and account – which are the constants for this example.



Note: You can narrow your search results if you enter data in additional chartstring fields.

This is helpful if the chartstring you are trying to select is a sponsored project.

Selecting Correct Combination Codes

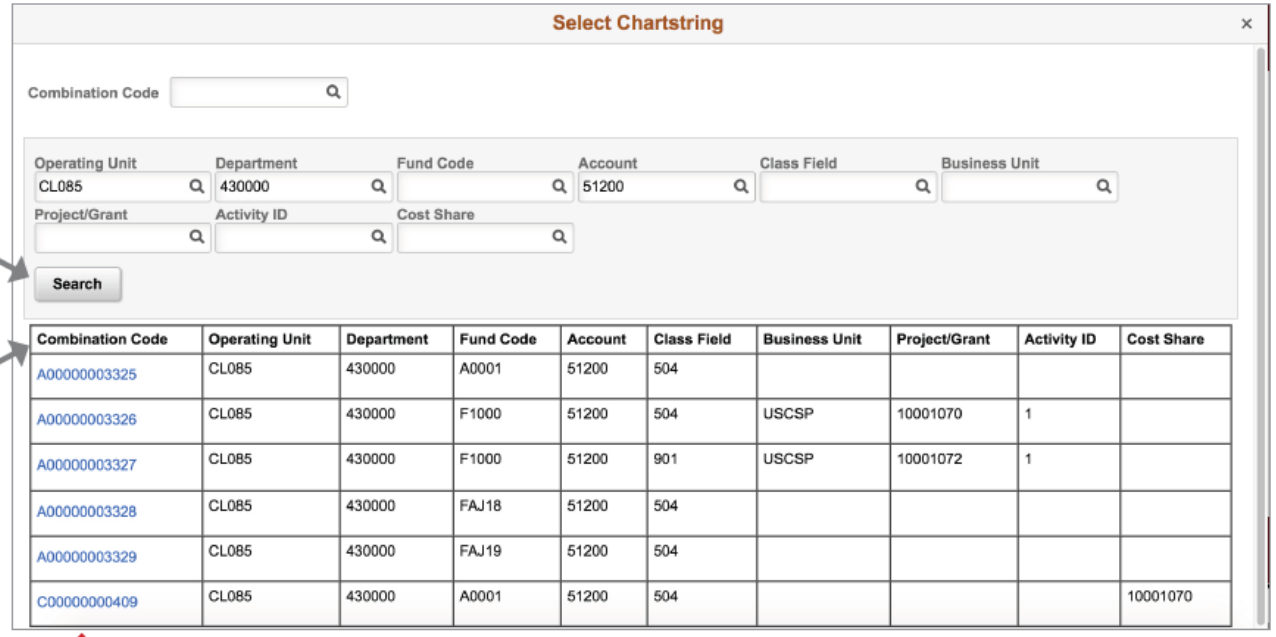
When you click the Search button

Search

all valid chartstrings matching the entered search criteria appear below.

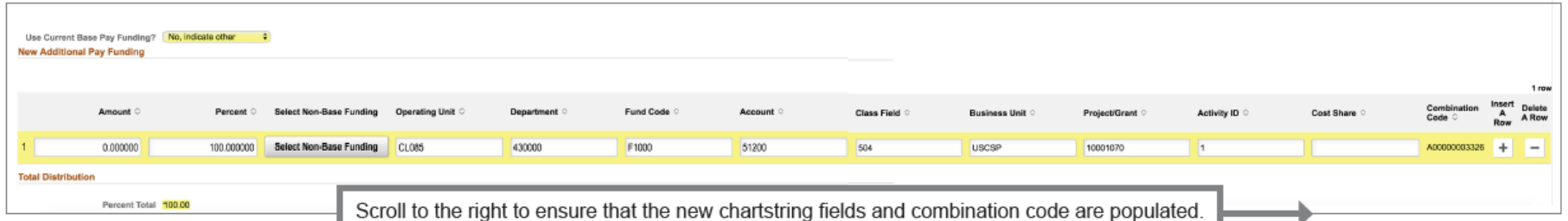
From here, click to select the applicable Combination Code (in blue).

The newly selected chartstring fields will then populate in the eForm.



Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000003325	CL085	430000	A0001	51200	504				
A00000003326	CL085	430000	F1000	51200	504	USCSP	10001070	1	
A00000003327	CL085	430000	F1000	51200	901	USCSP	10001072	1	
A00000003328	CL085	430000	FAJ18	51200	504				
A00000003329	CL085	430000	FAJ19	51200	504				
C00000000409	CL085	430000	A0001	51200	504				10001070

What if there are no results? If a combination code (chartstring) is missing from the PeopleSoft HCM system, send a request for one to **cfmaint@mailbox.sc.edu**. Remember to include all chartstring fields, ideally in the form of a screenshot from the Finance PeopleSoft system.



Scroll to the right to ensure that the new chartstring fields and combination code are populated.

Account Change eForm Checklist



1. Select the Record and Distribution

- Confirm the correct employee job record before selecting Related Actions.
- Use the Pay Period Effective Date lookup. Past pay periods are not available in this eForm.
- Toggle the distribution row that requires a change.

2. Update and Verify Funding

- Update distribution percentages so the total equals 100%.
- Use Select Chartstring to choose funding.
- Confirm the New Distribution includes the correct chartstring and Combination Code.

3. Submit and Confirm Routing

- Submit the form and use View Approval Route to confirm routing.

Employees Paid on a Lag

For employees paid on a lag, payroll may post after a project end date when the wages were earned during the project period.

Review the Payroll Schedules and project end dates together when selecting an effective date.

Use the current Pay Calendar on the Payroll website for payroll dates.

For Example,
A project has an end date of 1/31/26 – employees paid current will only be allowed to post earnings to the project through the 1/31/26 payroll, but lag employees will be allowed to post earnings to the project through the 2/15/26 payroll.



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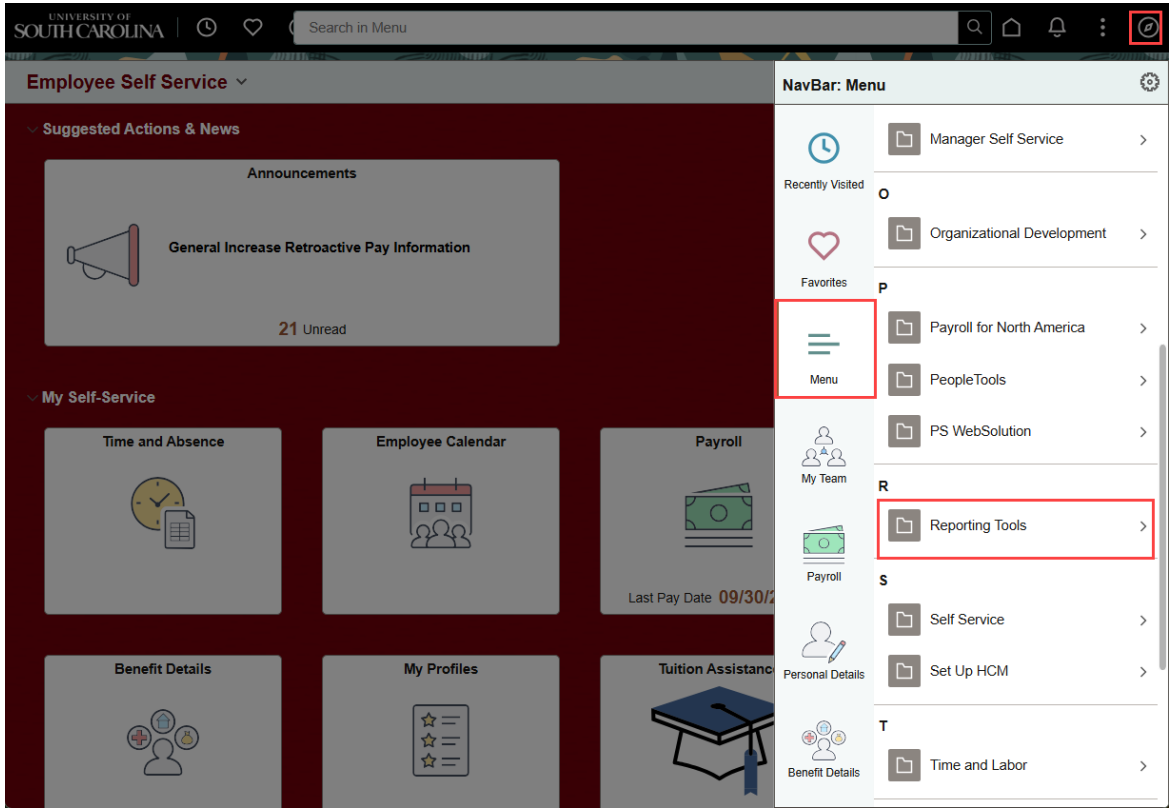
Account Funding Queries

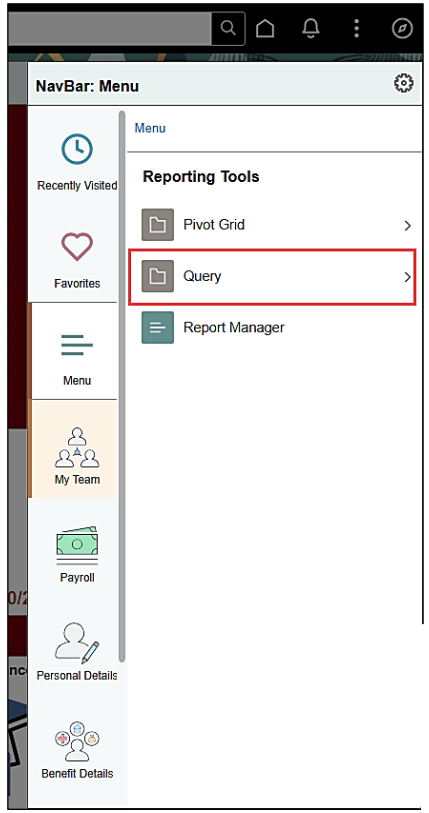
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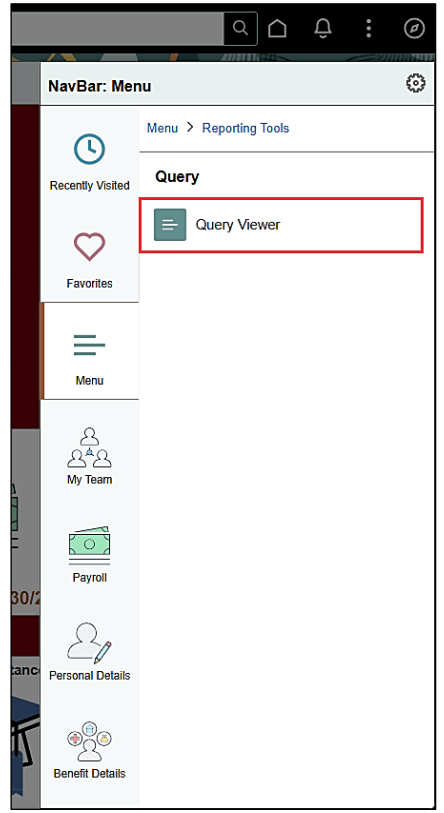
Accessing Query Viewer

To access queries, click the Compass icon in the righthand corner to access the navigation bar. Then, use the navigation:

Main Menu > Reporting Tools > Query > Query Viewer







SC_PY_COMBO_CODES

What does it do?

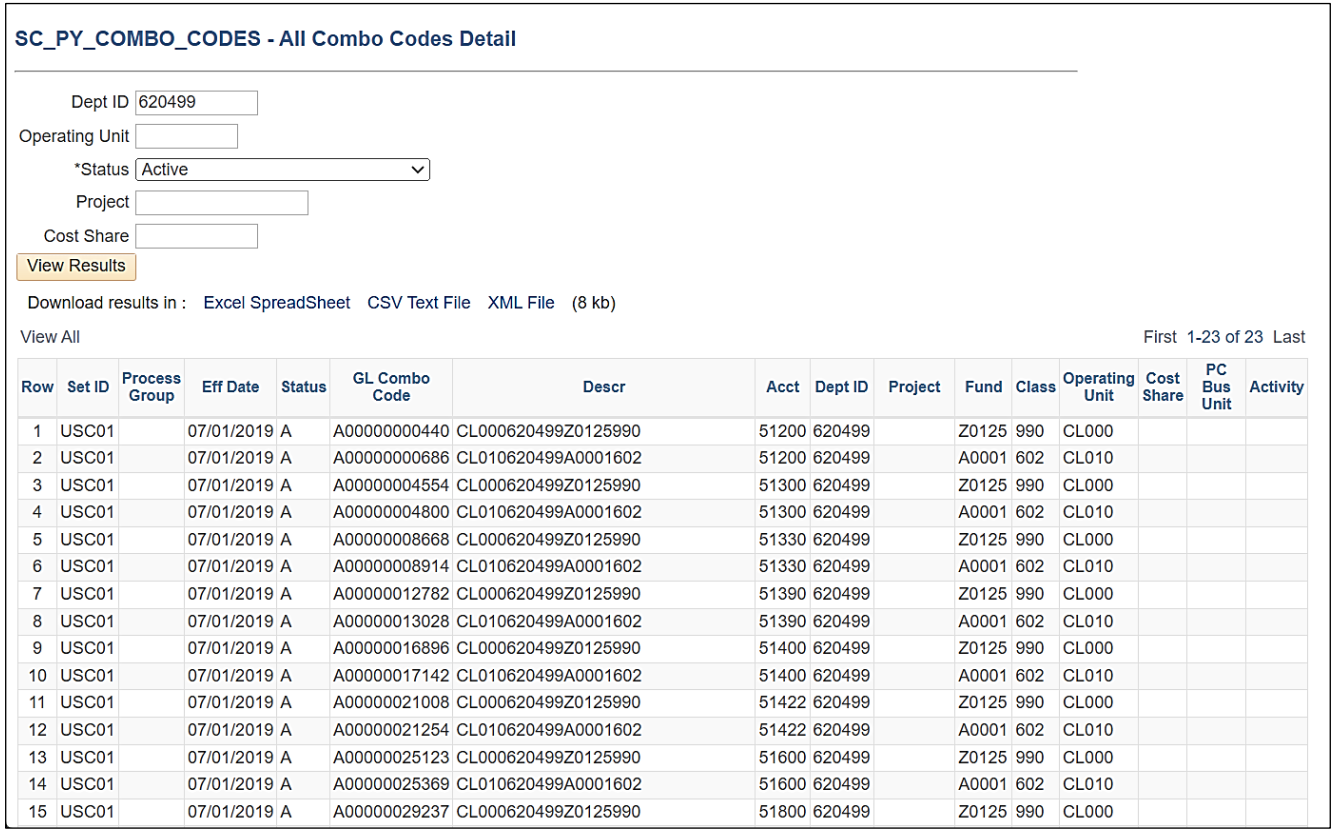
Returns active combo codes for a specific area when completing HCM transactions that require funding.

When would I use it?

- Identify valid funding combinations.
- Confirm a combo code is active.
- Support payroll funding transactions.

Key Search Criteria:

- Department ID
- Operating Unit
- Status
- Project
- Cost Share



SC_PY_COMBO_CODES - All Combo Codes Detail

Dept ID 620499
Operating Unit
*Status Active
Project
Cost Share
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (8 kb)

View All First 1-23 of 23 Last

Row	Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01		07/01/2019	A	A00000000440	CL000620499Z0125990	51200	620499		Z0125	990	CL000			
2	USC01		07/01/2019	A	A00000000686	CL010620499A0001602	51200	620499		A0001	602	CL010			
3	USC01		07/01/2019	A	A00000004554	CL000620499Z0125990	51300	620499		Z0125	990	CL000			
4	USC01		07/01/2019	A	A00000004800	CL010620499A0001602	51300	620499		A0001	602	CL010			
5	USC01		07/01/2019	A	A00000008668	CL000620499Z0125990	51330	620499		Z0125	990	CL000			
6	USC01		07/01/2019	A	A00000008914	CL010620499A0001602	51330	620499		A0001	602	CL010			
7	USC01		07/01/2019	A	A00000012782	CL000620499Z0125990	51390	620499		Z0125	990	CL000			
8	USC01		07/01/2019	A	A00000013028	CL010620499A0001602	51390	620499		A0001	602	CL010			
9	USC01		07/01/2019	A	A00000016896	CL000620499Z0125990	51400	620499		Z0125	990	CL000			
10	USC01		07/01/2019	A	A00000017142	CL010620499A0001602	51400	620499		A0001	602	CL010			
11	USC01		07/01/2019	A	A00000021008	CL000620499Z0125990	51422	620499		Z0125	990	CL000			
12	USC01		07/01/2019	A	A00000021254	CL010620499A0001602	51422	620499		A0001	602	CL010			
13	USC01		07/01/2019	A	A00000025123	CL000620499Z0125990	51600	620499		Z0125	990	CL000			
14	USC01		07/01/2019	A	A00000025369	CL010620499A0001602	51600	620499		A0001	602	CL010			
15	USC01		07/01/2019	A	A00000029237	CL000620499Z0125990	51800	620499		Z0125	990	CL000			

Key Tip: Use one or more chartfield criteria to narrow results to the needed funding combination.

SC_PY_FUNDING_BYPROJ

What does it do?

Identifies employees charged to a project for the current fiscal year.

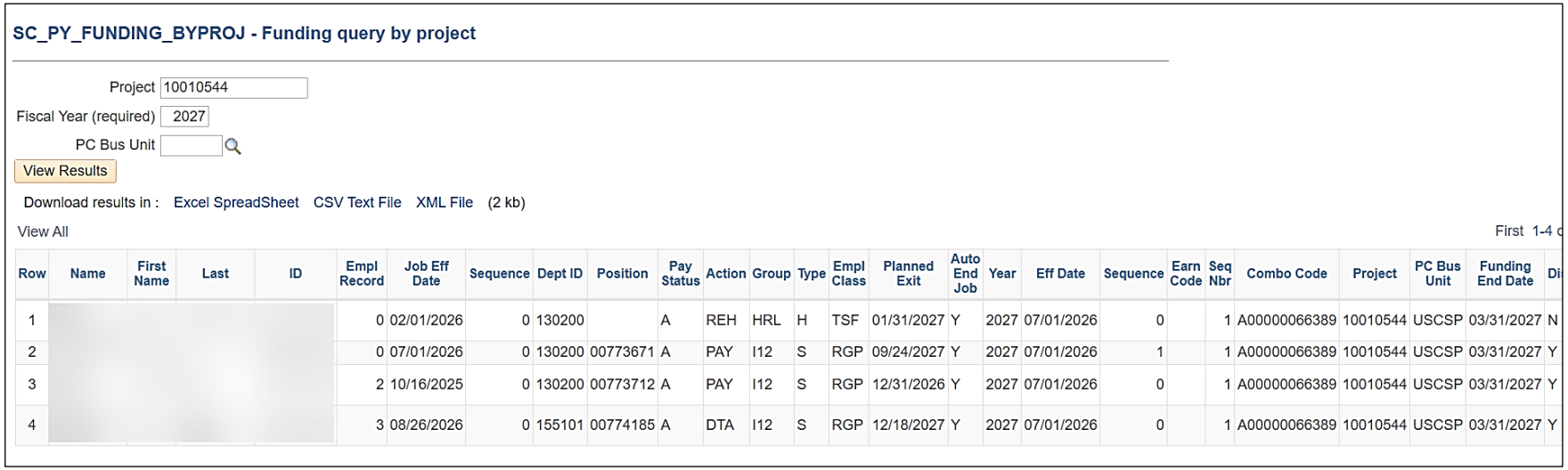
When would I use it?

- Review employees funded by a project.
- Monitor project payroll charges.
- Confirm project funding assignments.

Key Search Criteria:

- Project ID
- Fiscal Year
- PC Business Unit

Key Tip: Fiscal Year is required; enter the Project ID to focus on one project.



SC_PY_FUNDING_BYPROJ - Funding query by project

Project 10010544

Fiscal Year (required) 2027

PC Bus Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-4 o

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Di
1					0	02/01/2026	0	130200		A	REH	HRL	H	TSF	01/31/2027	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	N
2					0	07/01/2026	0	130200	00773671	A	PAY	I12	S	RGP	09/24/2027	Y	2027	07/01/2026	1		1	A00000066389	10010544	USCSP	03/31/2027	Y
3					2	10/16/2025	0	130200	00773712	A	PAY	I12	S	RGP	12/31/2026	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	Y
4					3	08/26/2026	0	155101	00774185	A	DTA	I12	S	RGP	12/18/2027	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	Y

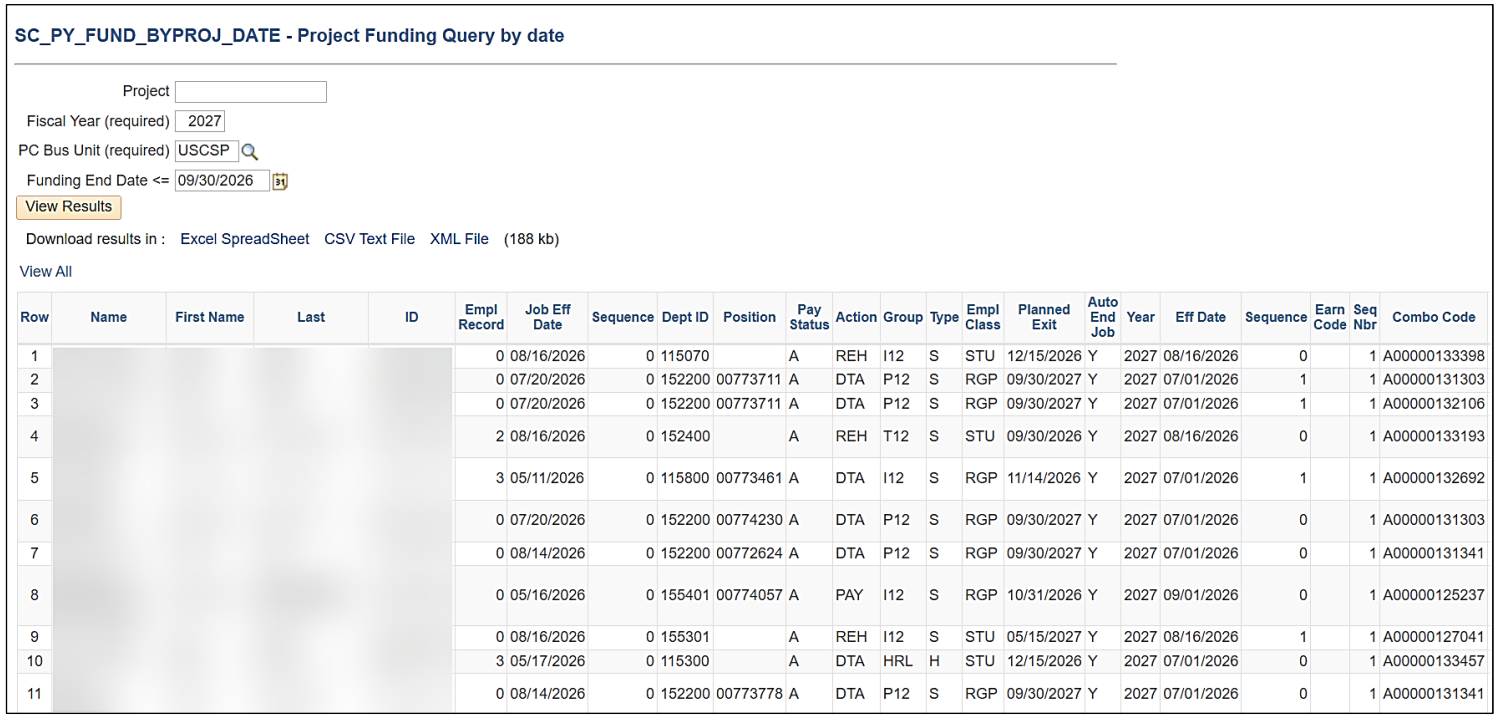
SC_PY_FUND_BYPROJ_DATE

What does it do?

Identifies grant funding sources and funding end dates.

When would I use it?

- Monitor expiring or inactive grant funding.
- Review funding end dates for employees.
- Identify payroll funding that may need to be updated.



SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project
Fiscal Year (required) 2027
PC Bus Unit (required) USCSP
Funding End Date <= 09/30/2026
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (188 kb)
View All

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code
1					0	08/16/2026	0	115070		A	REH	I12	S	STU	12/15/2026	Y	2027	08/16/2026	0		1	A00000133398
2					0	07/20/2026	0	152200	00773711	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	1		1	A00000131303
3					0	07/20/2026	0	152200	00773711	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	1		1	A00000132106
4					2	08/16/2026	0	152400		A	REH	T12	S	STU	09/30/2026	Y	2027	08/16/2026	0		1	A00000133193
5					3	05/11/2026	0	115800	00773461	A	DTA	I12	S	RGP	11/14/2026	Y	2027	07/01/2026	1		1	A00000132692
6					0	07/20/2026	0	152200	00774230	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131303
7					0	08/14/2026	0	152200	00772624	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131341
8					0	05/16/2026	0	155401	00774057	A	PAY	I12	S	RGP	10/31/2026	Y	2027	09/01/2026	0		1	A00000125237
9					0	08/16/2026	0	155301		A	REH	I12	S	STU	05/15/2027	Y	2027	08/16/2026	1		1	A00000127041
10					3	05/17/2026	0	115300		A	DTA	HRL	H	STU	12/15/2026	Y	2027	07/01/2026	0		1	A00000133457
11					0	08/14/2026	0	152200	00773778	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131341

What search criteria do I use?

- Project ID
- Fiscal Year *(required)*
- PC Business Unit *(required)*
- Purchasing End Date

Key Tip: Compare funding end dates with employee end dates to prevent payroll from posting after a project ends.

SC_PY_GT_ACCOUNT_CHANGE_APPROV

What does it do?

Identifies individuals responsible for approving Account Change eForms within an area.

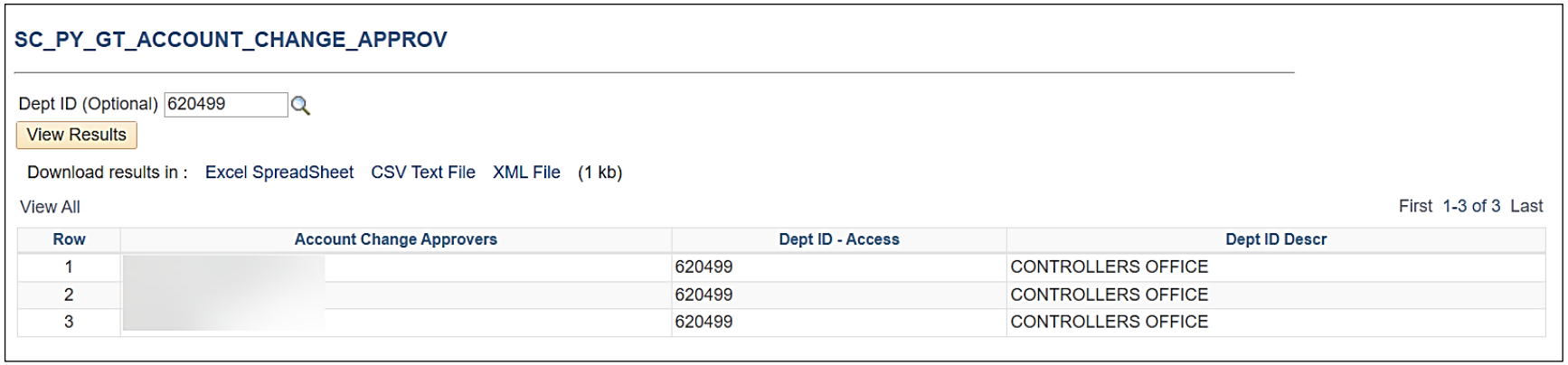
When would I use it?

- Confirm the appropriate eForm approver.
- Review approvers for a department.
- Prepare for staffing or responsibility changes.

Key Search Criteria:

- Department

Key Tip: Leave Department blank to review approvers across all areas available to you.



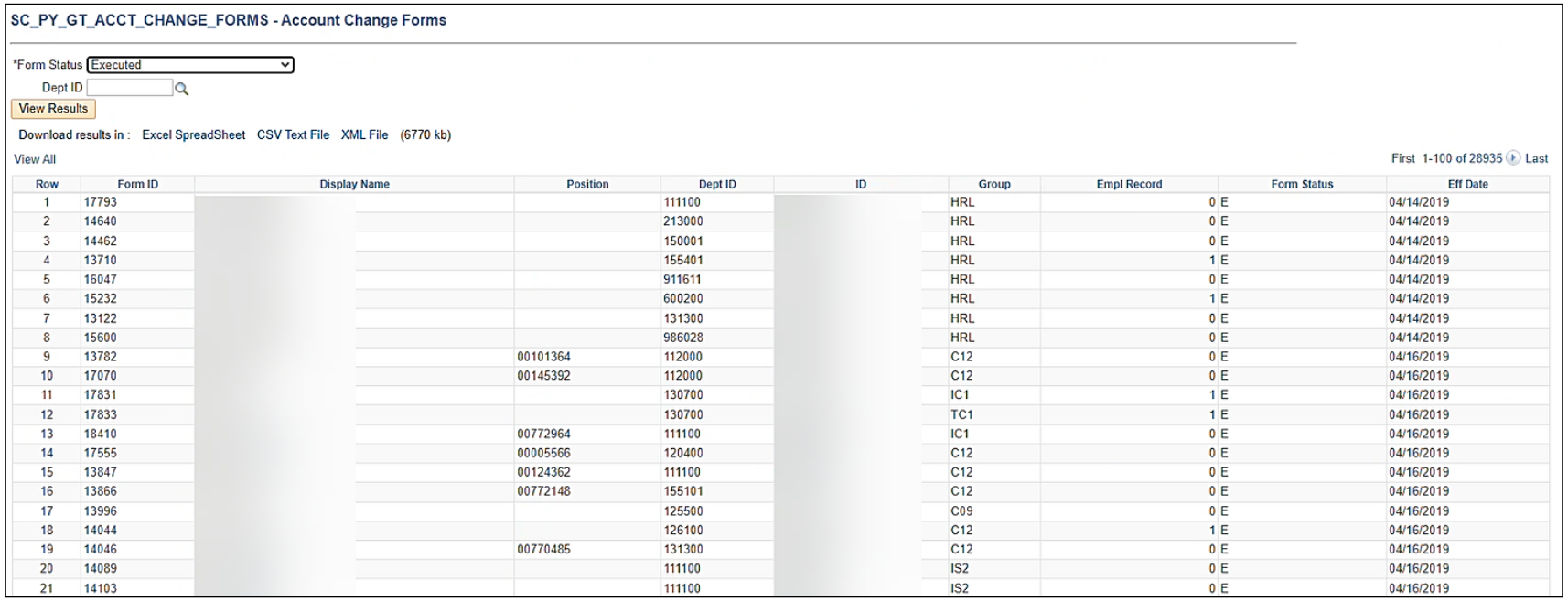
SC_PY_GT_ACCT_CHANGE_FORMS

What does it do?

Identifies Account Change eForms in a selected status.

When would I use it?

- Check the status of Account Change eForms.
- Find forms awaiting action.
- Monitor forms for a department.



SC_PY_GT_ACCT_CHANGE_FORMS - Account Change Forms

*Form Status: Executed

Dept ID:

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6770 kb)

View All — First 1-100 of 28935 Last

Row	Form ID	Display Name	Position	Dept ID	ID	Group	Empl Record	Form Status	Eff Date
1	17793			111100		HRL	0	E	04/14/2019
2	14640			213000		HRL	0	E	04/14/2019
3	14462			150001		HRL	0	E	04/14/2019
4	13710			155401		HRL	1	E	04/14/2019
5	16047			911611		HRL	0	E	04/14/2019
6	15232			600200		HRL	1	E	04/14/2019
7	13122			131300		HRL	0	E	04/14/2019
8	15600			986028		HRL	0	E	04/14/2019
9	13782		00101364	112000		C12	0	E	04/16/2019
10	17070		00145392	112000		C12	0	E	04/16/2019
11	17831			130700		IC1	1	E	04/16/2019
12	17833			130700		TC1	1	E	04/16/2019
13	18410		00772964	111100		IC1	0	E	04/16/2019
14	17555		00005566	120400		C12	0	E	04/16/2019
15	13847		00124362	111100		C12	0	E	04/16/2019
16	13866		00772148	155101		C12	0	E	04/16/2019
17	13996			125500		C09	0	E	04/16/2019
18	14044			126100		C12	1	E	04/16/2019
19	14046		00770485	131300		C12	0	E	04/16/2019
20	14089			111100		IS2	0	E	04/16/2019
21	14103			111100		IS2	0	E	04/16/2019

Key Search Criteria:

- Form Status
- Department ID

Key Tip: Form Status is required. Use it first, then add a Department ID to narrow the results.

Errors and Take-Aways



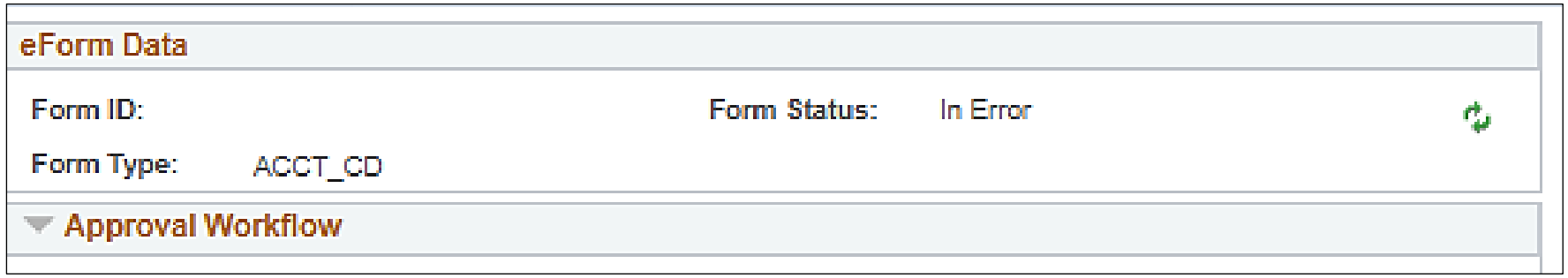
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Most Common Errors

Error	Solution
Past Pay Period Effective Date	Use the applicable retro funding process for past payrolls.
Funding fields typed manually	Use the Select Chartstring or Select Funding button.
Percentages do not total 100%	Update all distribution lines before submitting.
Duplicate Combo Codes	Confirm the Chartstring returned in New Distribution.
Wrong department	Verify department number prior to completing Account Change Form

ePAF with 0%

	Percent of Distribution	Amount	Select ChartString	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code
1	32.690000	22672.784000	Select ChartString										
2	45.417000	31500.000000	Select ChartString										
3	10.000000	6936.000000	Select ChartString										
4	5.000000	3467.847000	Select ChartString										
5	0.000000	0.000000	Select ChartString										
6	6.893000	4780.774000	Select ChartString										



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Account Change eForm Key Take-Aways

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.

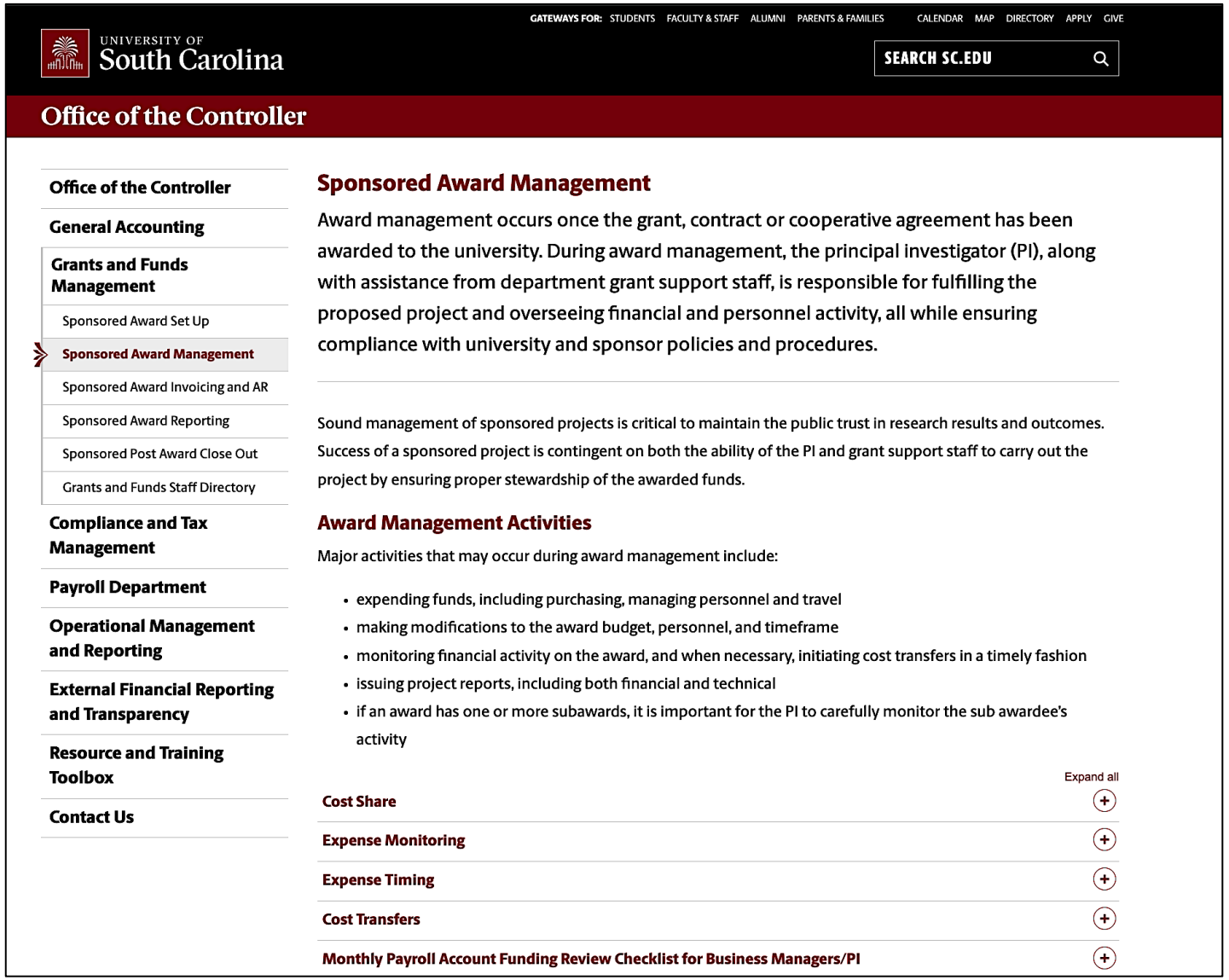
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.

- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.

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Resources & Contacts

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Where to Find the Resources

For additional resources, visit the Sponsored Award Management page in the Grants and Funds Management section.

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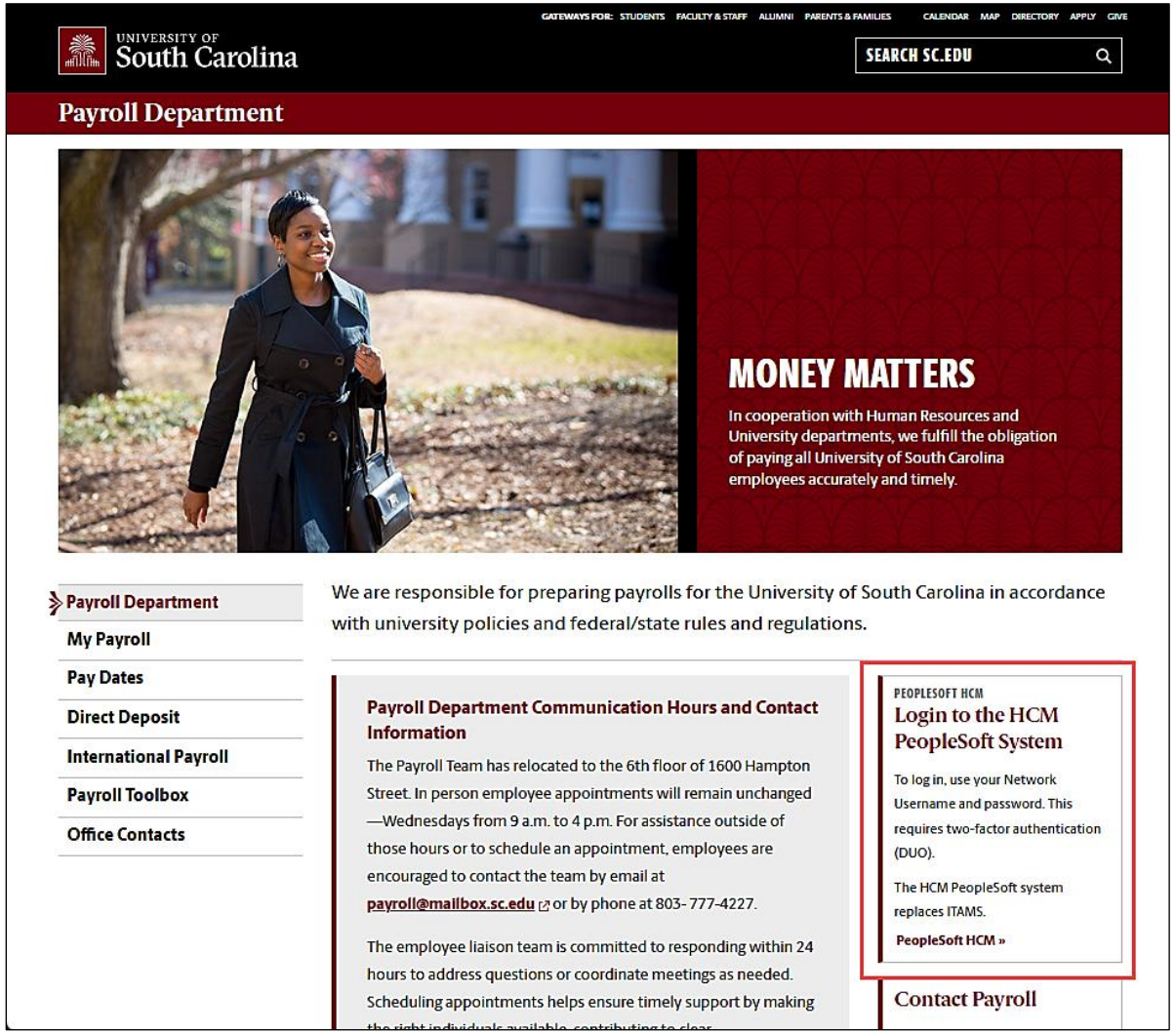
Resources

Visit the Payroll Website for more resources.

Access PeopleSoft HCM using your Network Username and password.

Reminder

Use separate browsers for PeopleSoft HCM and Finance to avoid the Invalid Portal Name error.

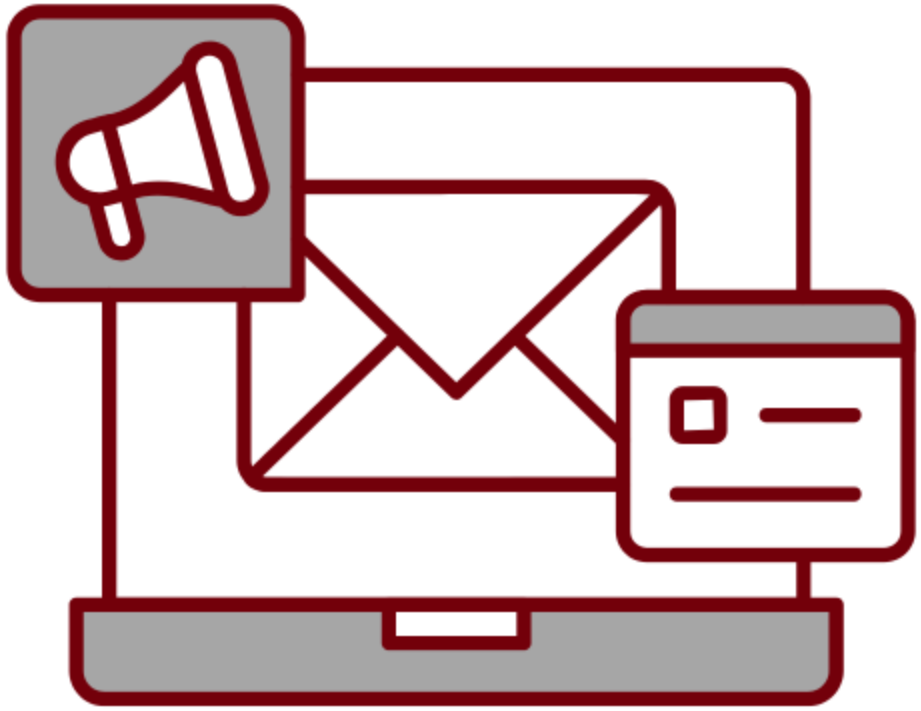


Questions or Need Help?

For questions about Payroll processes, email payroll@mailbox.sc.edu.



Contact Us



For specific questions, please visit our website to find the appropriate contact.

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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together, we can do so much.

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

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