HR/Payroll Project
University of South Carolina

How to select funding in eForms (and avoid the error message!)

When you are in the HR/Payroll System and you need to reallocate funding for a specific action or hire students, follow these important steps:

Do not enter numbers directly in any of the individual fields of the eForm – this will cause the form to error.

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

Example: Changing funding within an existing department

When you click on the gray Select Funding button, the screen will display Select Chartstring search criteria. 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 Combination 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.

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When you click the Search button
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.

What if there are no results? If the search returns no results, and you have confirmed the funding information you have entered, then the combination code has not been created in HCM.
Next step: Complete a Service Now ticket to have the combination code created in the system. The ticket will be routed to the Controller’s Office for approval. When the combination code is active in the system and the ticket is closed, you will receive an auto-generated notification email.