

# VISION Payroll Chartfield Combination Code Requests

## Instructions

Payroll combination codes (combo codes) are a grouped combination of chartfields to be used in Payroll transactions in VTHR.

### General Instructions:

1. Download a copy of the FIN-VISION\_CombiCode\_Request\_Form located here:  
<https://finance.vermont.gov/forms/vision>
2. Complete the Payroll Combinations worksheet, indicating the chartfield combination to be added or deleted. Several combination codes may be included in a single request. **Do not add rows to this sheet.** If more than 50 rows are needed, submit a separate request.
3. Cells highlighted in yellow are to be completed by direct data entry. **Do not modify cells highlighted in gray.**
4. If requesting new chartfield values, the CombiCode\_Request form should be uploaded as an attachment to the chartfield request in VISION. If it's a Payroll Chartfield Combination Request only, submissions must be made via email to [VISION.ChartfieldRequests@vermont.gov](mailto:VISION.ChartfieldRequests@vermont.gov) and must be submitted from the business manager or designee's email account that is authorized to submit chartfield requests in VISION.
5. Please allow a minimum of 48 hours for completion by Financial Operations Staff.

### Combination Code Requests Instructions:

1. In the Action column: Type "Add"
2. Enter all possible chartfield combinations on separate rows
3. All chartfield combinations must have a Business Unit, Deptid and Fund. Complete the other chartfield columns only as applicable.

**Effective Date:** Enter the effective date for the payroll chartfield combination:

- This date must be no earlier than the **first date of the current pay period, or a future date** in which it will become effective.
- If the combo code request uses class or project code(s), the combo code effective date must be the same date or prior date as the effective date of these chartfield values (project code and class code).

**Payroll Default:** Each Deptid must have a default chartfield combination designated as its Default value if the Deptid will have positions assigned to it in VTHR. When a new Deptid is added that will have positions assigned to it in VTHR, type "DEFAULT" in the Payroll Default column to designate the chartfield combination that will be used as the payroll default for that Deptid. If you need to request a change to an existing payroll default chartfield combination, type "DEFAULT" in the Payroll Default column.