How to Update the Combination Code (Budget Number) for Professional Development Substitutes

1. Navigate to: PeopleSoft HCM > Time Management > Timesheet.

2. Enter the Employee ID of the substitute that needs to have the Combination Code (Budget Number) changed. Employee ID number is on the T&L Blank Account Code Report.

3. Click Get Employees.

4. Select the desired employee from the list of search results by clicking the employee’s name.

5. Change the date to the day of the week you are reporting. Click the Refresh Timesheet icon.

6. On the timesheet find the day of the week the substitute worked at your site.

7. In the Combination Code field enter the Professional Development Budget Number for the substitute.

8. In the Comments field remove the words ACCOUNT DEFAULTED.

9. When the Combination Code has been changed, and the words ACCOUNT DEFAULTED have been removed from the Comments field, click the Submit button.

NOTE: When the system defaults a combination code (budget number) for visiting teacher time, two things happen. First the combination code field is populated in Time and Labor with a default budget number and second, ACCOUNT DEFAULTED appears in the Comments field. When you update the combination code, just delete the words ACCOUNT DEFAULTED in the Comments field. This will cause the time to disappear from your T&L Blank Account Codes report. If ACCOUNT DEFAULTED is left in the Comments field, the time will continue to show on your report even though you have changed the combination code. The Comments field has more information than just ACCOUNT DEFAULTED, delete only the words ACCOUNT DEFAULTED. The rest of the information in the comments field documents who was absent. For more information on the T&L Blank Account Code Report see the job aid How to Run the T&L Blank Account Code Report.