



Position ChartField Assignment and Update Overview

This Job Aid is a step-by-step guide for Agencies that need to assign or update ChartField values (funding) at the department or position level. The payroll allocation program pulls the funding record that is active as of the paycheck date.

Funding is established in Cardinal by fiscal year. It is important to create records with the correct fiscal year and budget begin and budget end dates. The Commonwealth's fiscal year runs from July 1 to June 30. For example, Fiscal Year 2027 has a Budget Begin Date of 07/01/2026 and a Budget End Date of 06/30/2027. The fiscal year is always entered as a four-digit year. Important notes are below:

- To add or update ChartField values on a department or position budget, the user will need the role of V_PY_BUDGET_PROCESSOR.
- When a position's department is changed, ChartField values (funding) must be entered for the new position/department combination whenever position level funding is used. The department funding must be added before adding the position default level funding.
- The information entered here is also used by the Employee Position Report (EPR) Tool to distinguish between restricted and non-restricted funding sources.

The **Annual Budget Rollover** process is also described in this Job Aid. Please review the [Annual Department and Position Default Funding Budget Rollover](#) section when additions/updates are being made in June.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Assigning ChartField Values to a Department.....	3
Assigning ChartField Values (Funding) to a Position.....	15
Updating ChartField Values (Funding) for a Department/Position	25
Annual Department and Position Default Funding Budget Rollover.....	33



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/7/2026	Note added to the Assigning ChartField Values to a Department section to provide more context for benefits as relates to Healthcare Recon and the Virginia Retirement System (VRS) Recon.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Assigning ChartField Values to a Department

When a new department is added in Cardinal that will be used on a position, Department Default funding is required, or the payroll allocation programs will fail to run. The Department level funding must be added before the Position Default funding can be added.

Important Note: To complete the Department level default funding, the Agency's Suspense Combination string must be identified. This is the combination of ChartFields that will be used in the event the payroll allocation process encounters an error. It is the same for all Departments. If unsure of the combination:

- The Suspense Combination string is found on the **Dept Budget Date** tab, under the **Suspense Combination Code** section by clicking on the **ChartField Details** link.

Note: This Suspense Combination string should NOT be updated.

- View an existing Department budget before beginning and note the ChartFields and ChartField values to be mirrored.
- If there is a need to update the Agency's Suspense Combination string, see the [Annual Department and Position Default Funding Budget Rollover](#) section of this Job Aid.

Note: The Healthcare Recon and the Virginia Retirement System (VRS) Recon use the department level ChartField string.

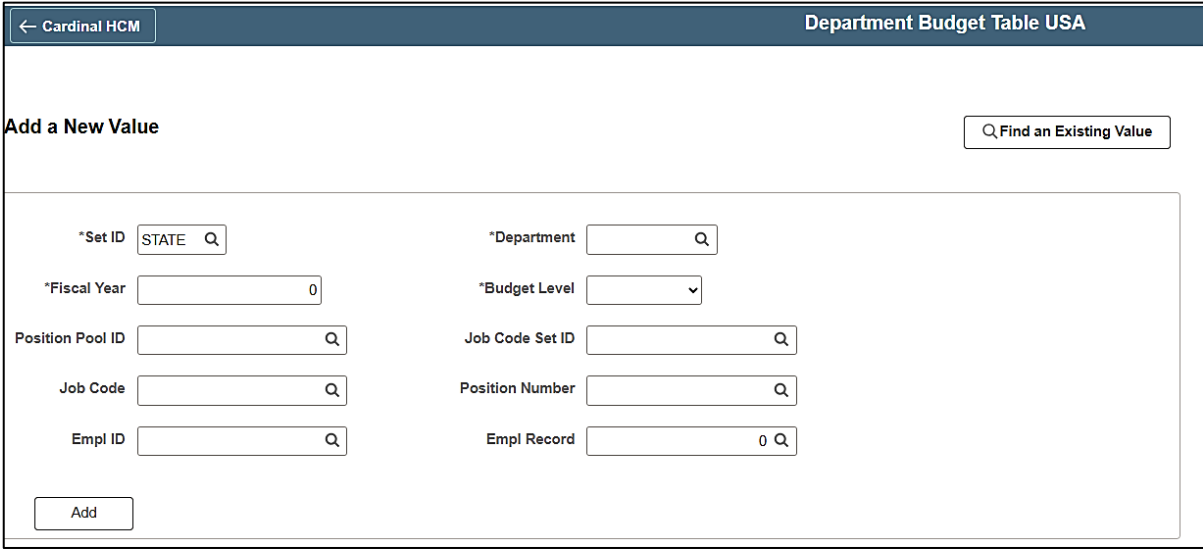
Step	Action
1.	Navigate to the Department Budget Table USA page using the following path: NavBar > Menu > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA Find an Existing Value Search** page displays.



Human Resources Job Aid

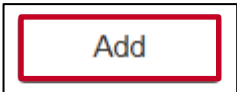
HR351 Position ChartField Assignment and Update

Step	Action
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Click the Add a New Value button. 
The Department Budget Table USA Add a New Value page displays. 	
3.	The Set ID field defaults to “STATE”. Update to the Business Unit for the applicable Department. 
4.	Click the Department Look up icon and select the applicable Department. 
5.	Enter the four-digit Fiscal Year in the Fiscal Year field. 

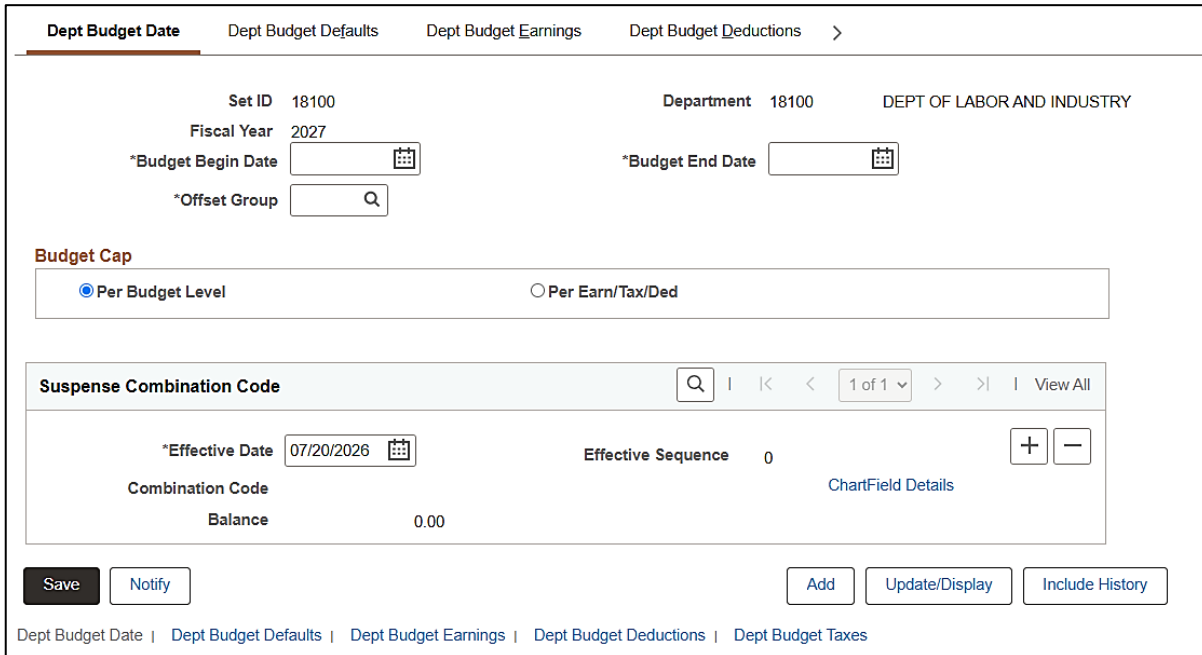


Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
6.	Click the Budget Level dropdown button and select “Department”. 
7.	Click the Add button. 

The **Dept Budget Date** page displays.



8.	Select the Budget begin date using the Budget Begin Date Calendar icon. Note: The budget year will always begin as of “07/01” of the desired year. 
9.	Select the Budget end date using the Budget End Date Calendar icon. Note: The budget year will always end as of “06/30” of the desired year. 

Step	Action
10.	Click the Offset Group Look up icon and select “STATE”. Note: This is a required field and will always be “STATE”. *Offset Group STATE Q State Offset
11.	In the Suspense Combination Code section, enter or select the Effective Date. This is the date this department was added or began to be used in HCM. The Suspense Combination Code will default to the system date. (The Effective Date must fall within the fiscal year entered in the Budget Begin and Budget End Date values). Note: The suspense combination is the same for every department within the Agency and must not be updated. If unsure of what to enter, view an existing department. *Effective Date 07/20/2026 📅
12.	Click the ChartField Details link to enter the ChartField values to be used for suspense activity. Suspense Combination Code Q < > 1 of 1 > View All *Effective Date 07/20/2026 📅 Effective Sequence 0 + - Combination Code Balance 0.00 ChartField Details

The **ChartField Details** page displays in a pop-up window.

ChartField Common Component

ChartField Details

Search Options

Speed Types

Search

ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Us

Ok

Cancel



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action										
13.	In the Account field, enter “50112399” and the other required ChartField values. Note: At a minimum, the Account, Fund, Program, and Department fields are required. ChartField Detail <table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr><tr><td>50112399</td><td></td><td></td><td></td><td></td></tr></table> Ok Cancel	Account	Fund	Program	Department	Cost Center	50112399				
Account	Fund	Program	Department	Cost Center							
50112399											
14.	Click the Ok button. Ok Cancel										
15.	Click the Dept Budget Earnings tab. Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions										

The **Dept Budget Earnings** page displays.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions >

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027

Budget Begin Date 07/01/2026 Offset Group STATE Budget Cap

Budget End Date 06/30/2027 ☒ Per Budget Level ☐ Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -

*Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026

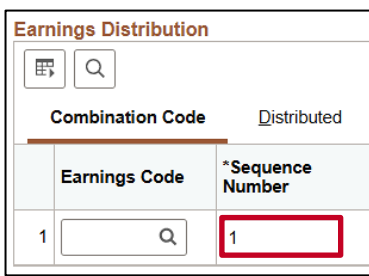
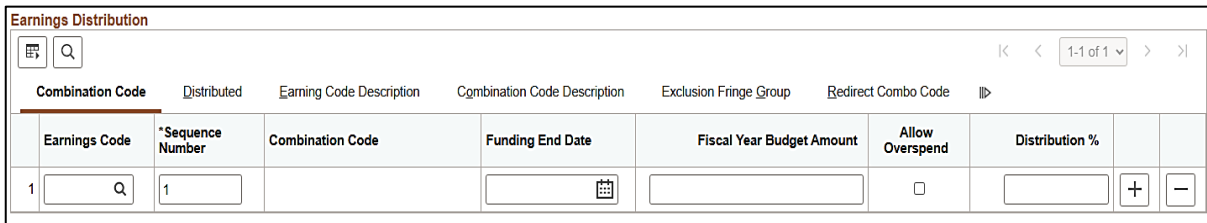
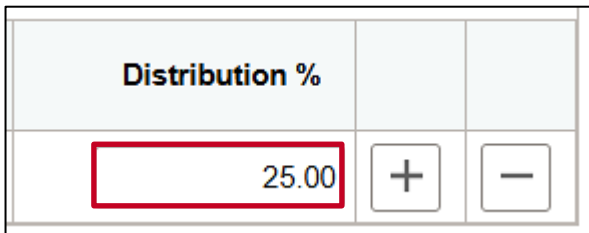
Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group Redirect Combo Code >>

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1					

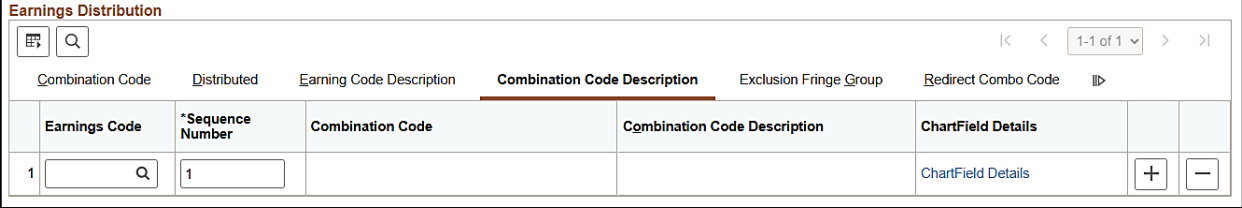
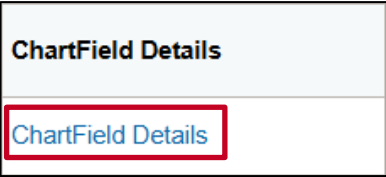
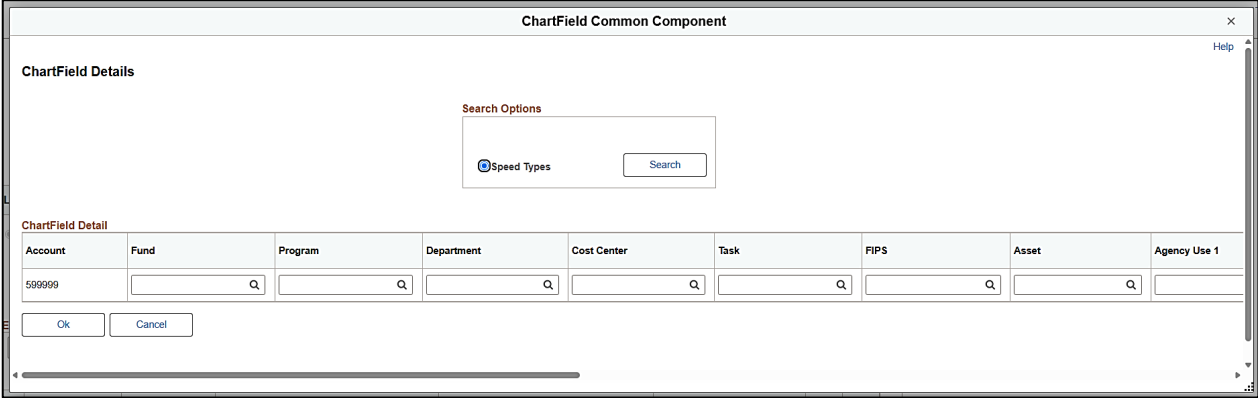
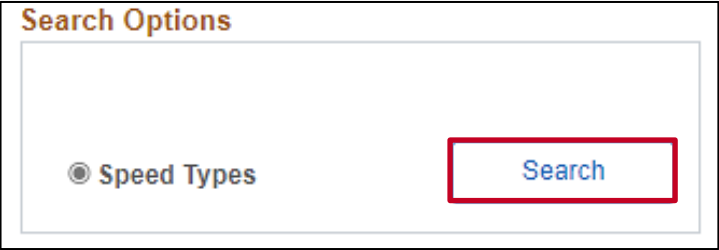
Save Notify Add Update/Display Include History

Step	Action
16.	Update the Effective Date in the Effective Date field in the Level section to agree with the Effective Date used in Step 11 as applicable. *Effective Date 07/20/2026 
17.	In the Earnings Distribution section (Combination Code tab), Enter “1” in the Sequence Number field and tab out of the field. 
The Distribution % field opens. 	
18.	Enter the applicable % in the Distribution % field; either “100” or the split amount. 
19.	Click the Combination Code Description tab. Combination Code Description



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
	The Combination Code Description tab displays. 
20.	Click the ChartField Details link. 
	The ChartField Details page displays in a pop-up window. 
21.	If the Agency is using SpeedType values, click the Search button in the Search Options box. If the Agency is not using SpeedTypes, skip to Step 24. 



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step

Action

The Search Speed Types page displays.

Search Speed Types

SpeedType Key

Search by ChartFields

Account

Asset

Category

Fund

Agency Use 1

Subcategory

Program

Agency Use 2

Affiliate

Department

PC Business Unit

Fund Affiliate

Cost Center

Project

Task

Activity

FIPS

Source Type

Search

Clear

Cancel

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS
1	Select							

22.

Enter or select the SpeedType Key in the SpeedType Key field.

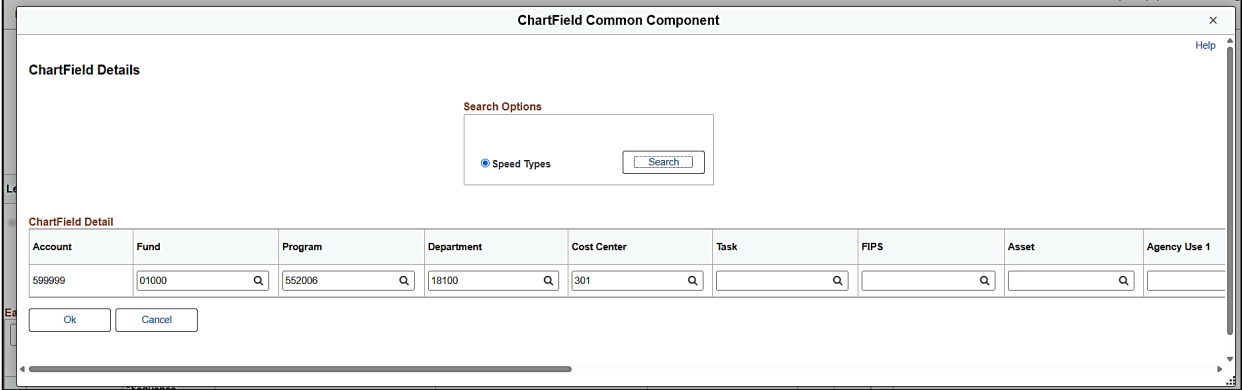
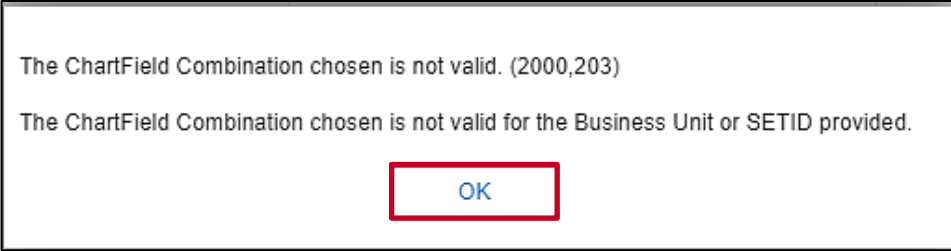
SpeedType Key

23.

Select the desired SpeedType value in the ChartField Detail section by clicking the corresponding Select button.

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund
1	Select	301	599999	18100			01000

Step	Action
	The ChartField Details page displays with the fields from the SpeedType populated. 
24.	Enter the new ChartField codes if a SpeedType is not being used. 
25.	Click the Ok button. 
	If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid. Make the necessary corrections and click the OK button. 



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action															
	The Dept Budget Earnings page redispays with the Combination Code Description tab updated. Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions > Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027 Budget Begin Date 07/01/2026 Offset Group STATE Budget Cap ☒ Per Budget Level ☐ Per Earn/Tax/Ded Budget End Date 06/30/2027 Default Funding Source Option Distrib over Actual Earnings Level ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment *Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026 Budget Level Cap 0.00 *Currency USD Earnings Distribution ☒ Combination Code ☐ Distributed ☐ Earning Code Description Combination Code Description ☐ Exclusion Fringe Group ☐ Redirect Combo Code <table> <tr> <th>Earnings Code</th><th>*Sequence Number</th><th>Combination Code</th><th>Combination Code Description</th><th>ChartField Details</th></tr> <tr> <td>1</td><td>1</td><td>000660113</td><td>User Account 000660113</td><td>ChartField Details</td></tr> </table> Save Notify Add Update/Display Include History	Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details	1	1	000660113	User Account 000660113	ChartField Details					
Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details												
1	1	000660113	User Account 000660113	ChartField Details												
26.	If additional funding is required, click the Add a Row icon (+) and repeat Steps 18 – 25. The Sequence Number is always “1”. Earnings Distribution ☒ Combination Code ☐ Distributed ☐ Earning Code Description Combination Code Description ☐ Exclusion Fringe Group ☐ Redirect Combo Code <table> <tr> <th>Earnings Code</th><th>*Sequence Number</th><th>Combination Code</th><th>Combination Code Description</th><th>ChartField Details</th></tr> <tr> <td>1</td><td>1</td><td>000660113</td><td>User Account 000660113</td><td>ChartField Details</td></tr> <tr> <td>2</td><td>1</td><td></td><td></td><td>ChartField Details</td></tr> </table>	Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details	1	1	000660113	User Account 000660113	ChartField Details	2	1			ChartField Details
Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details												
1	1	000660113	User Account 000660113	ChartField Details												
2	1			ChartField Details												
27.	Click the Combination Code tab if the more than one distribution row was entered. If only one distribution is entered (100%), proceed to Step 29. Earnings Distribution ☒ Combination Code ☐ Distributed ☐ Earning Code Description Combination Code Description ☐ Exclusion Fringe Group ☐ Redirect Combo Code															



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action																											
	The Combination Code tab displays. Earnings Distribution < > 1-2 of 2 < > Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group Redirect Combo Code ⌵▶ <table><tr><th></th><th>Earnings Code</th><th>*Sequence Number</th><th>Combination Code</th><th>Funding End Date</th><th>Fiscal Year Budget Amount</th><th>Distribution %</th><th></th><th></th></tr><tr><td>1</td><td> </td><td> </td><td>000660113</td><td> </td><td></td><td> 25.000 </td><td> + </td><td> - </td></tr><tr><td>2</td><td> </td><td> </td><td>000660104</td><td> </td><td></td><td> </td><td> + </td><td> - </td></tr></table>		Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %			1			000660113			25.000	+	-	2			000660104				+	-
	Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %																						
1			000660113			25.000	+	-																				
2			000660104				+	-																				
28.	Update the Distribution field for the Distribution % for the additional row as appropriate. Distribution % 25.000 75.000																											
i	The Distribution % column must sum to 100%.																											
29.	Click the Save button. Save Notify																											
i	If the Effective Date is in the past, a message will be received: “Retroactive Budget changes made, Save those changes for Retro process?”. Click the No button.																											



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action																		
	The page saves. Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027 Budget Begin Date 07/01/2026 Offset Group STATE Budget Cap Budget End Date 06/30/2027 ☒ Per Budget Level ☐ Per Earn/Tax/Ded Default Funding Source Option Distrib over Actual Earnings Level ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + - *Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026 Budget Level Cap 0.00 *Currency USD Earnings Distribution <table><thead><tr><th>Combination Code</th><th>Distributed</th><th>Earning Code Description</th><th>Combination Code Description</th><th>Exclusion Fringe Group</th><th>Redirect Combo Code</th></tr></thead><tbody><tr><td>1</td><td>☒</td><td>000660113</td><td></td><td></td><td></td></tr><tr><td>2</td><td>☒</td><td>000660104</td><td></td><td></td><td></td></tr></tbody></table> Save Notify Add Update/Display Include History Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes	Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code	1	☒	000660113				2	☒	000660104			
Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code														
1	☒	000660113																	
2	☒	000660104																	



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Assigning ChartField Values (Funding) to a Position

If a new position is added, or if position is updated to a different department, follow the steps below.

Step	Action
1.	Navigate to the Department Budget Table USA page using the following path: NavBar > Menu > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA The Department Budget Table USA Find an Existing Value Search page displays. ← Cardinal HCM Department Budget Table USA Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ *Set ID = ▼ STATE Q Department begins with ▼ Q Fiscal Year = ▼ Budget Level = ▼ ▼ Position Pool ID begins with ▼ Q Job Code Set ID begins with ▼ Q Job Code begins with ▼ Q Position Number begins with ▼ Q Empl ID begins with ▼ Q Empl Record = ▼ Q ^ Show fewer options ☐ Include History Search Clear
	i For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the Add a New Value button. ⊕ Add a New Value



Human Resources Job Aid

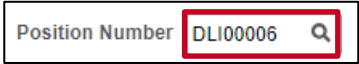
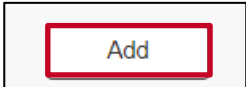
HR351 Position ChartField Assignment and Update

Step	Action
	The Department Budget Table USA Add a New Value page displays. ← Cardinal HCM Department Budget Table USA Add a New Value Find an Existing Value *Set IDSTATEQ *DepartmentQ *Fiscal Year0 *Budget Level▼ Position Pool IDQ Job Code Set IDQ Job CodeQ Position NumberQ Empl IDQ Empl Record0Q Add
3.	The Set ID field defaults to “STATE”. Update to the Business Unit for the applicable Department. *Set IDSTATEQ
4.	Click the Department Look up icon and select the applicable Department. *DepartmentQ
5.	Enter the four-digit Fiscal Year in the Fiscal Year field. *Fiscal Year0
6.	Click the Budget Level dropdown button and select “Position”. *Budget Level▼

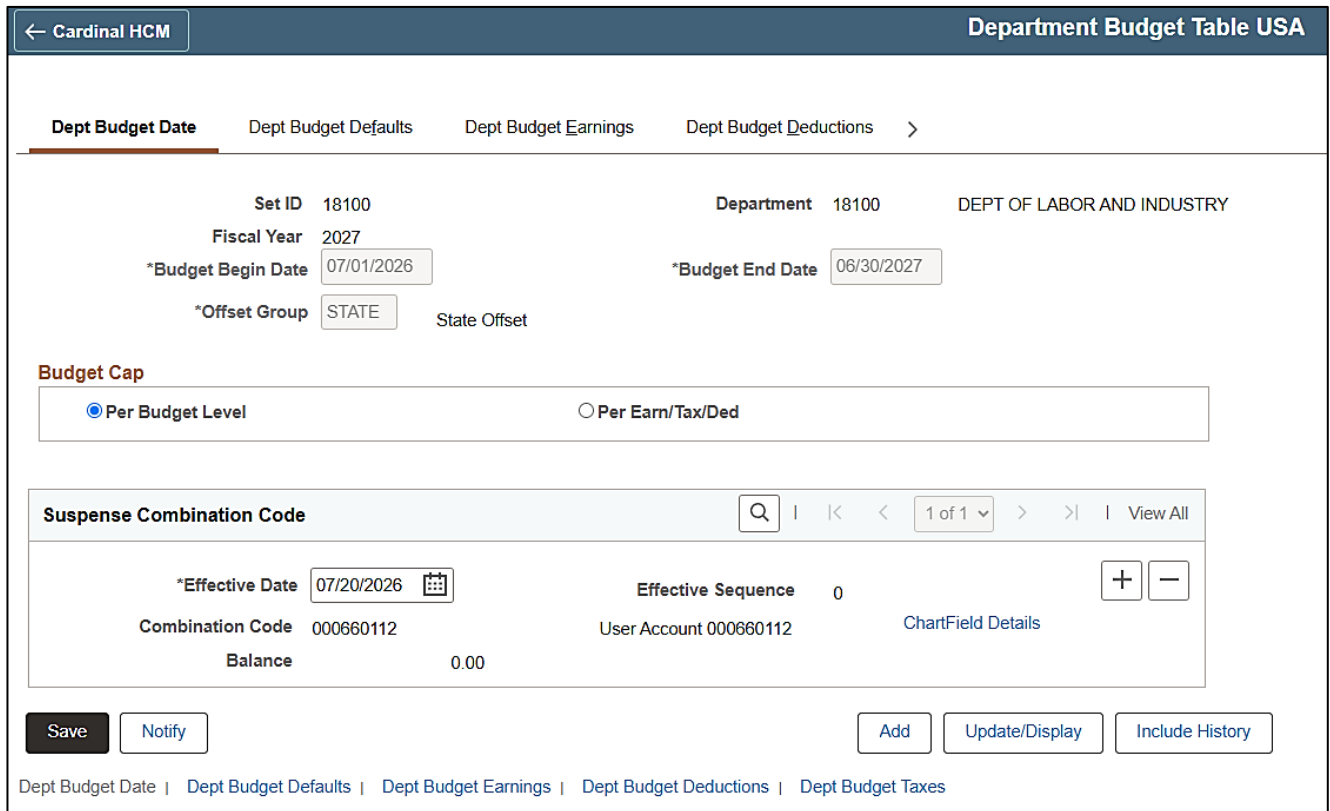


Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
7.	In the Position Number field, enter the position number of the position to have a ChartField value assigned. 
8.	Click the Add button. 

The **Dept Budget Date** page displays.



The Budget Begin Date, Budget End Date, and Offset Group default from the Department Default setup. If they do not default, the Department funding record has not been added. Stop and add the Department level record.

In the **Suspense Combination Code** section, Effective Date and Combination Code default from the Department Default setup. Do NOT update the **ChartField Details** link.



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step

Action

9.

Click the **Dept Budget Earnings** tab.

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

>

The **Dept Budget Earnings** page displays.

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

>

Set ID 18100

Department 18100

DEPT OF LABOR AND INDUSTRY

Fiscal Year 2027

Budget Begin Date 07/01/2026

Offset Group STATE

Budget End Date 06/30/2027

Default Funding Source Option Distrib over Actual Earnings

Budget Cap

Per Budget Level

Per Earn/Tax/Ded

Level

Search

|

<

>

1 of 1

>

|

View All

Department

Position Pool

Jobcode

Position

Appointment

+ -

Position Number DLI00006

Safety Engineer Senior

*Effective Date 07/22/2026

Eff Seq 0

*Status Active

Date Entered 07/22/2026

Budget Level Cap 0.00

*Currency USD

Earnings Distribution

Grid

Search

<

>

1-1 of 1

>

|

Combination Code

Distributed

Earning Code Description

Cgmbination Code Description

Exclusion Fringe Group

Redirect Combo Code

⌵

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1						+	-

Save

Notify

Add

Update/Display

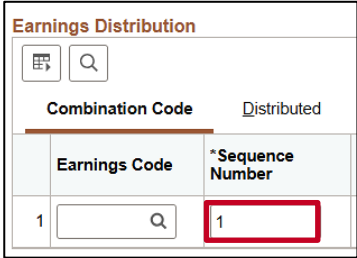
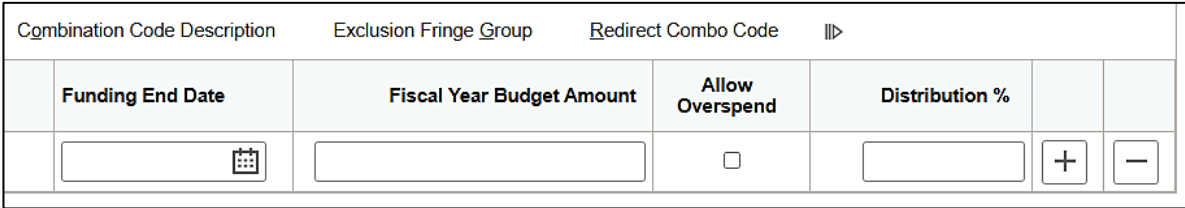
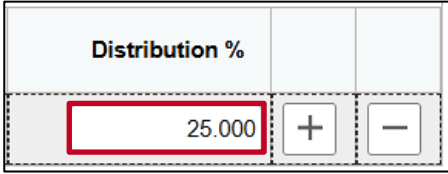
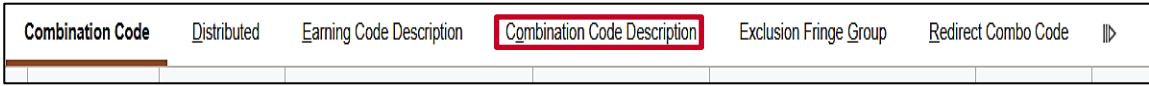
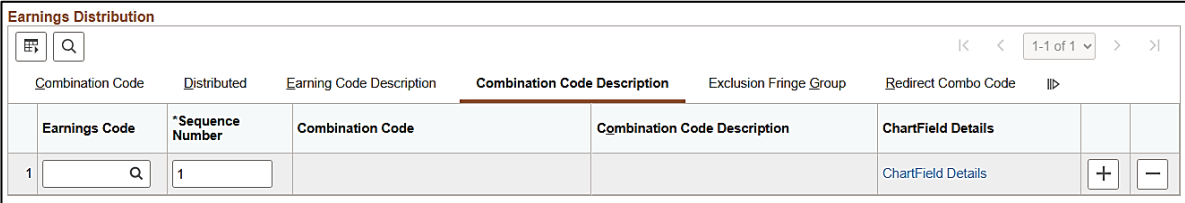
Include History

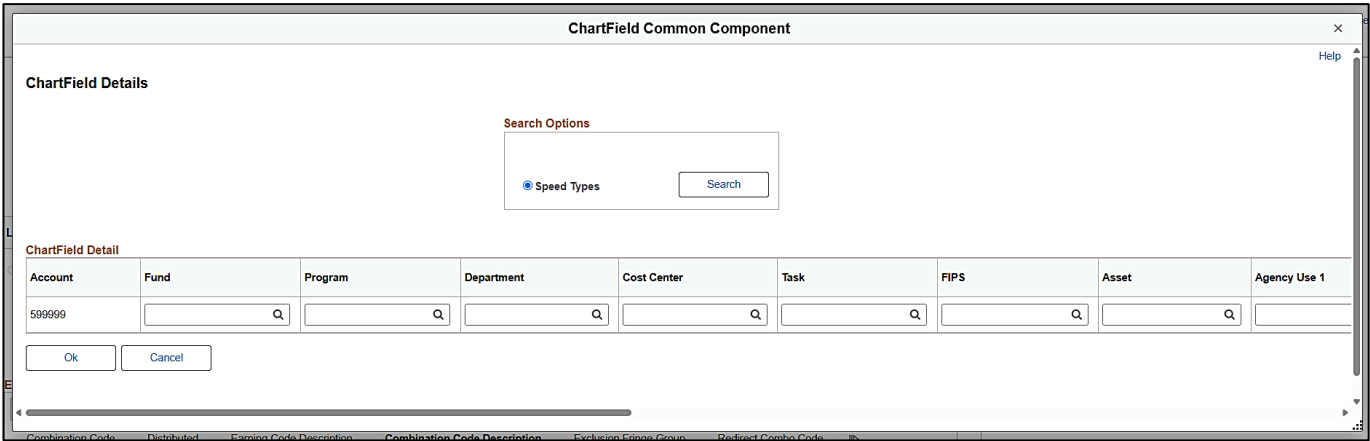
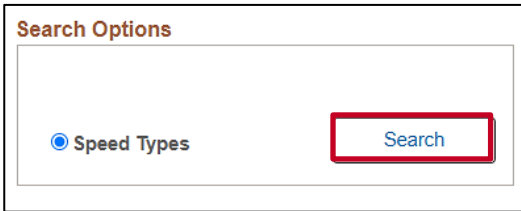
10.

In the **Level** section, update the Effective Date if it should not be the current date. The Effective Date must be within the fiscal year. The date should be on or before the first paycheck date for the position. The Effective Date cannot be earlier than the date the position was created or updated to the current department.

Position Number DLI00006

*Effective Date 07/01/2026

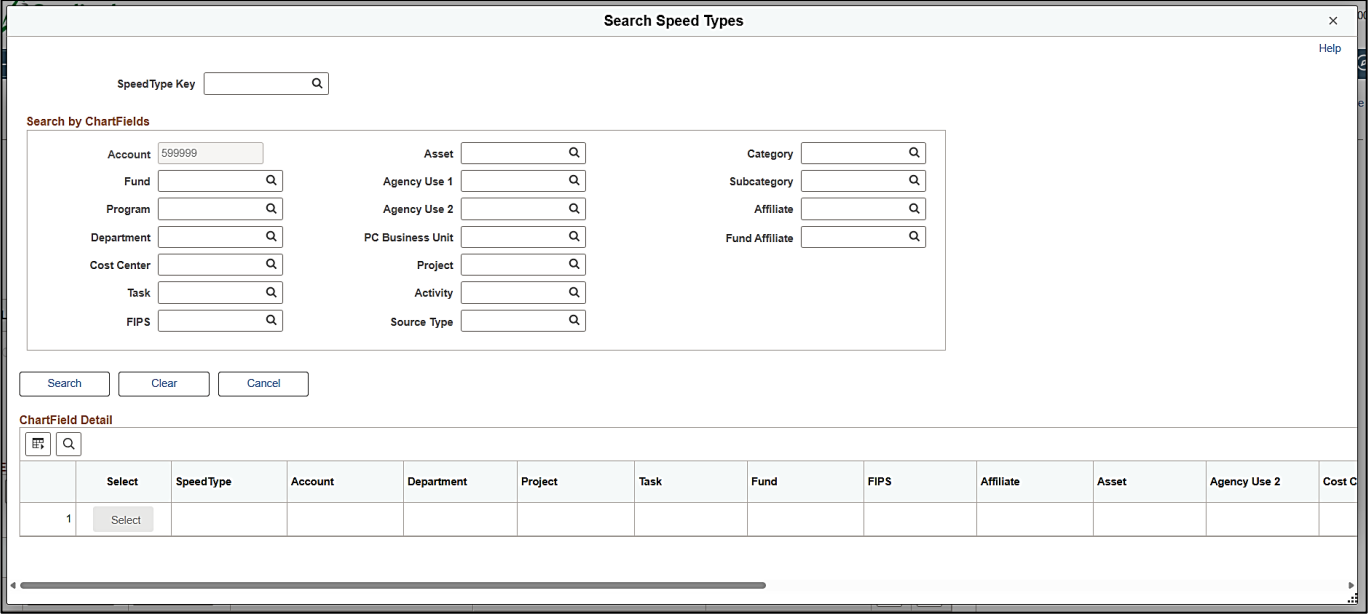
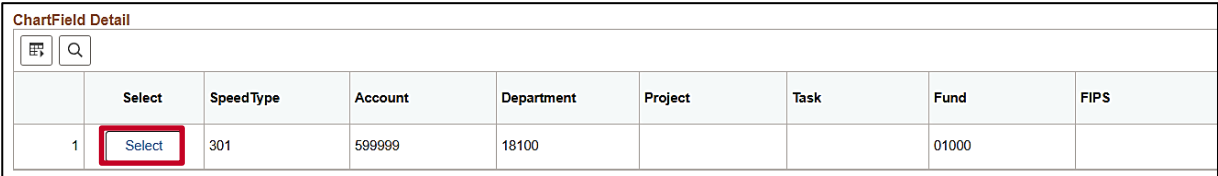
Step	Action
11.	In the Earnings Distribution section (Combination Code tab), Enter “1” in the Sequence Number field and tab out of the field. 
	The Distribution % field opens. 
12.	Enter the applicable distribution percentage in the Distribution % field, either “100” or the split amount. 
13.	Click the Combination Code Description tab. 
	The Combination Code Description tab displays. 

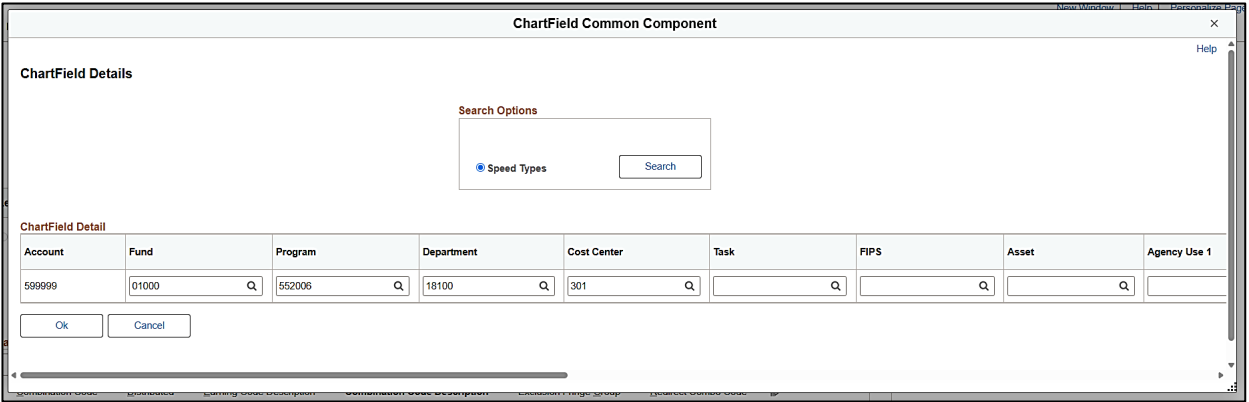
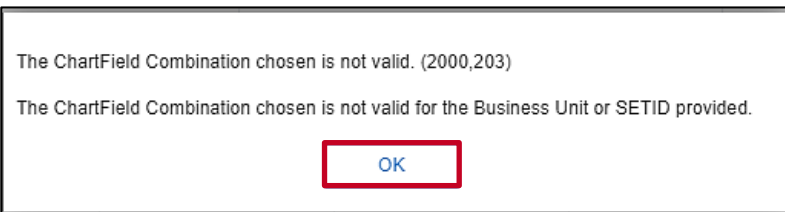
Step	Action
14.	Click the ChartField Details link. 
The ChartField Common Component page displays in a pop-up window. 	
15.	If the Agency is using SpeedType values, click the Search button in the Search Options section. If the Agency is not using SpeedTypes proceed to Step 20. 



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
	The Search Speed Types page displays. 
16.	Enter or select the SpeedType Key in the SpeedType Key field. 
17.	Select the desired SpeedType value in the ChartField Detail section. 

Step	Action
	The ChartField Common Component window displays, and the fields from the SpeedType are populated. Note: Account defaults to “599999”. 
18.	Enter the new ChartField codes. 
19.	Click the Ok button. 
	If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid. Make the necessary corrections and Click the OK button. 



Human Resources Job Aid

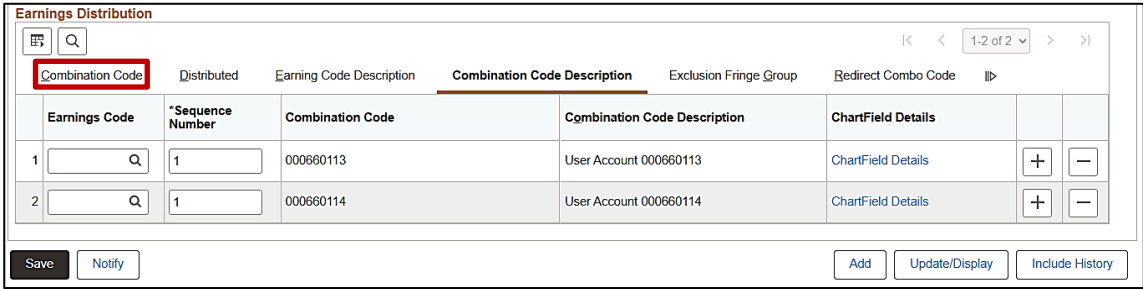
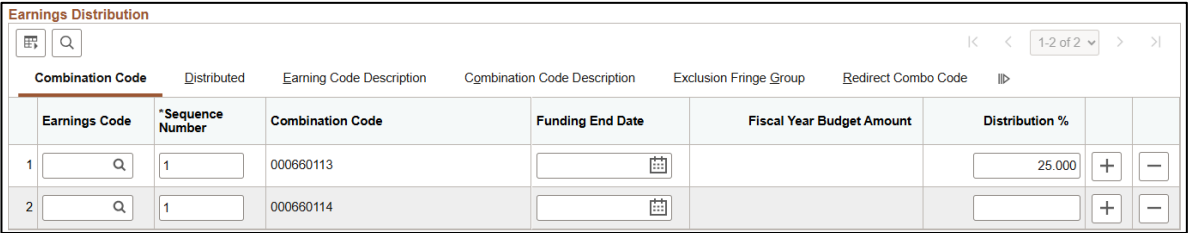
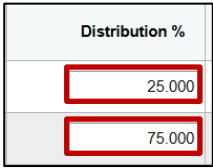
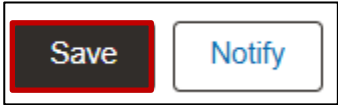
HR351 Position ChartField Assignment and Update

Step	Action														
	The Dept Budget Earnings page refreshes with the updated Combination Code Description tab. Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions > Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027 Budget Begin Date 07/01/2026 Offset Group STATE Budget End Date 06/30/2027 Default Funding Source Option Distrib over Actual Earnings Budget Cap ☒ Per Budget Level ☐ Per Earn/Tax/Ded Level ☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment Position Number DLI00006 Safety Engineer Senior *Effective Date 07/01/2026 Eff Seq 0 *Status Active Date Entered 07/22/2026 Budget Level Cap 0.00 *Currency USD Earnings Distribution Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group Redirect Combo Code ▶ <table><thead><tr><th>Earnings Code</th><th>*Sequence Number</th><th>Combination Code</th><th>Combination Code Description</th><th>ChartField Details</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>1</td><td>000660113</td><td>User Account 000660113</td><td>ChartField Details</td><td>+</td><td>-</td></tr></tbody></table> Save Notify Add Update/Display Include History	Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details			1	1	000660113	User Account 000660113	ChartField Details	+	-
Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details											
1	1	000660113	User Account 000660113	ChartField Details	+	-									



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
21.	Click the Combination Code tab if the more than one distribution row was entered. If only one distribution is entered (100%), proceed to Step 23. 
The Combination Code page displays. 	
22.	Update the Distribution field for the Distribution % for the additional row as appropriate. For this scenario “75.000” is entered. 
	The Distribution % column must sum to 100%.
23.	Click the Save button. 
	If the Effective Date is in the past, a message will be received: “Retroactive Budget changes made, Save those changes for Retro process?”. Click the No button.

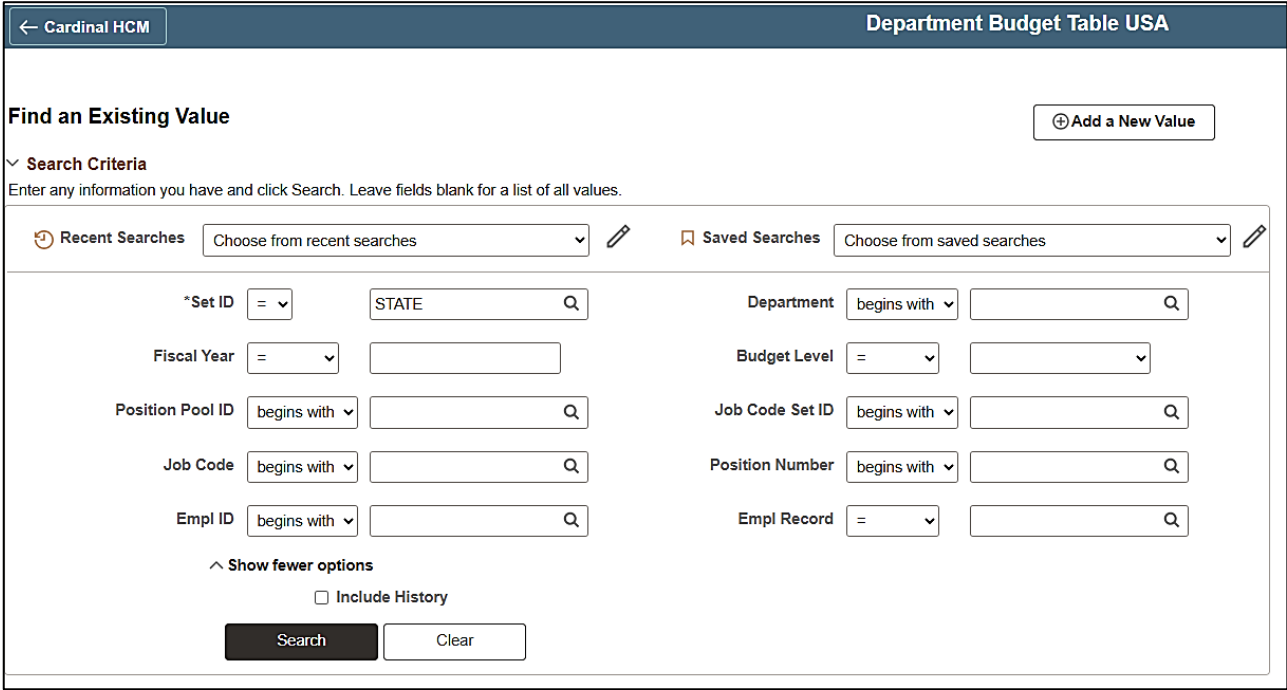


Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Updating ChartField Values (Funding) for a Department/Position

If updates are needed to the funding for an existing department or position, follow the steps below.

Step	Action
1.	Navigate to the Department Budget Table USA page using the following path: NavBar > Menu > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA The Department Budget Table USA Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the Clear button to remove any existing values in the search criteria fields. 
3.	Update to the Business Unit for the applicable Department. The Set ID field defaults to "STATE". 



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
4.	Click the Department Look up icon and select the applicable Department. Department begins with Q
5.	Enter the four-digit Fiscal Year in the Fiscal Year field. Fiscal Year =
6.	Click the Budget Level dropdown button and select "Department". Note: Select "Position" if updating Position funding. Budget Level = Department v
7.	In the Position Number field, enter the position number of the position to have a ChartField value updated. Note: Leave blank if updating Department funding. Position Number begins with DLI00006 Q
8.	Click the Search button. Search Clear



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
	The Dept Budget Date page displays. Note: No changes are needed on the Dept Budget Date page. Do not update the Suspense Combination Code section on the Dept Budget Date page. Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions > Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027 *Budget Begin Date 07/01/2026 *Budget End Date 06/30/2027 *Offset Group STATE State Offset Budget Cap ☒ Per Budget Level ☐ Per Earn/Tax/Ded Suspense Combination Code Q < < 1 of 1 > > View All *Effective Date 07/20/2026 Effective Sequence 0 + - Combination Code 000660112 User Account 000660112 ChartField Details Balance 0.00 Save Notify Add Update/Display Include History Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes
9.	Click the Dept Budget Earnings tab. Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions >



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
------	--------

The **Dept Budget Earnings** page displays with “Position” selected in the **Level** section.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions >

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027

Budget Begin Date 07/01/2026 Offset Group STATE Budget Cap

Budget End Date 06/30/2027 ☒ Per Budget Level ☐ Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level [Q] | < > 1 of 1 > | View All

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -

*Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026

Budget Level Cap 0.00 *Currency USD [Q]

Earnings Distribution

[Q] [Q] | < > 1-2 of 2 > | View All

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code		
Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1	1	000660104			75.000	+	-
2	1	000660113			25.000	+	-

Save Return to Search Notify Add Update/Display Include History

10. Click the **Add a Row** icon (+) in the **Level** section.

Level [Q] | < > 1 of 1 > | View All

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -

*Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026

Budget Level Cap 0.00 *Currency USD [Q]

A new Effective Dated row is added with the current date by default.

Level [Q] | < > 1 of 1 > | View All

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -

*Effective Date 07/20/2026 Eff Seq 0 *Status Active Date Entered 07/20/2026

Budget Level Cap 0.00 *Currency USD [Q]

11. Click in the **Effective Date** field and select the new Effective Date the position should start using these new ChartField values.
- The Effective Date should be on or before the paycheck date to be distributed. The Effective Date must fall within the fiscal year entered in the **Budget Begin** and **Budget End Date** fields.

*Effective Date 07/25/2026 [Q]



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
	If a correction is needed to the existing row, enter the same Effective Date and tab out of the field. A new Eff Seq number will be assigned. To stop using position level funding and revert to department level, add the new Effective Dated row and update the Status field to Inactive. The Effective Date should be the day after the last payroll paycheck date where the Position level record was to be used. ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment *Effective Date 07/20/2026 Eff Seq 1 *Status Active Date Entered 07/22/2026 Budget Level Cap 0.00 *Currency USD

The **Combination Code Description** tab displays.

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

>

Set ID 18100

Department 18100

DEPT OF LABOR AND INDUSTRY

Fiscal Year 2027

Budget Begin Date 07/01/2026

Offset Group STATE

Budget Cap

Budget End Date 06/30/2027

☒ Per Budget Level

☐ Per Earn/Tax/Ded

Default Funding Source Option

Distrib over Actual Earnings

Level

☒ Department

☐ Position Pool

☐ Jobcode

☐ Position

☐ Appointment

+ -

*Effective Date

Eff Seq

*Status

Date Entered 07/22/2026

Budget Level Cap

*Currency

Earnings Distribution

☒ Combination Code

☐ Distributed

☐ Earning Code Description

Combination Code Description

☐ Exclusion Fringe Group

☐ Redirect Combo Code

▶

Save

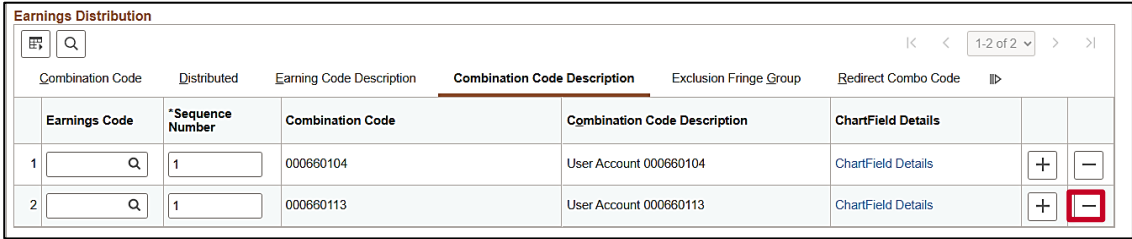
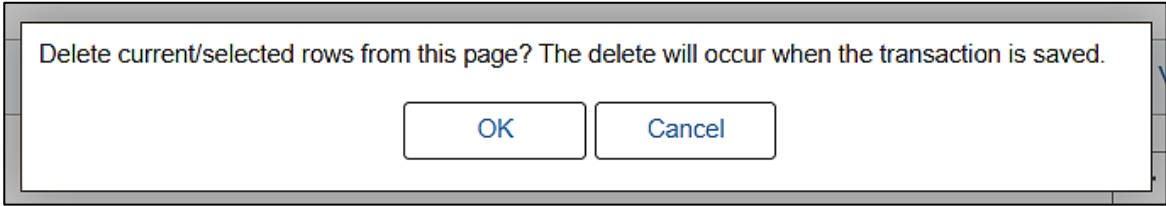
Return to Search

Notify

Add

Update/Display

Include History

Step	Action
13.	Make the applicable update to the ChartField values. In this example a ChartField Combination is being deleted. If the ChartField values need to be changed click the ChartField Details link and update as needed. Examples of this approach are in the Assigning ChartField Values (Funding) to a Position section of this document. Continuing with this example, click the Delete row icon (-) to delete the row that is no longer applicable. 
	When deleting a row, the Delete confirmation message displays in a pop-up window. 
14.	Click the OK button to confirm. 



Human Resources Job Aid

HR351 Position ChartField Assignment and Update

Step	Action
------	--------

The page refreshes and for this scenario, the line is removed.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions >

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2027

Budget Begin Date 07/01/2026 Offset Group STATE **Budget Cap**

Budget End Date 06/30/2027 ☒ Per Budget Level ☐ Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level 1 of 2 View All

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -

*Effective Date 07/25/2026 Eff Seq 0 *Status Active Date Entered 07/22/2026

Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Combination Code Distributed Earning Code Description **Combination Code Description** Exclusion Fringe Group Redirect Combo Code ||>

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	1	000660104	User Account 000660104	ChartField Details

Save Return to Search Notify Add Update/Display Include History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

15. Click on the **Combination Code** tab to update the percentage that will be charged.

Combination Code Distributed Earning Code Description **Combination Code Description** Exclusion Fringe Group Redirect Combo Code ||>

The **Combination Code** tab displays.

Earnings Distribution

Combination Code Distributed Earning Code Description **Combination Code Description** Exclusion Fringe Group Redirect Combo Code ||>

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000660104			75.000

16. Enter the new percentage to be charged to this account by placing the cursor in the **Distribution %** field and entering the percentage. The percentages in the **Distribution %** column for all rows must sum to 100. The Sequence Number must be "1" for all rows.

Earnings Distribution

Combination Code Distributed Earning Code Description **Combination Code Description** Exclusion Fringe Group Redirect Combo Code ||>

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000660104			100.000

Step	Action
17.	Click the Save button. Save Return to Search Notify
	If the Effective Date is in the past, a message will be received: “Retroactive Budget changes made, Save those changes for Retro process?”. Click the No button. The ChartField values are saved applicable on the new Effective Date.

Annual Department and Position Default Funding Budget Rollover

Each May, the Department of Accounts (DOA) sends the **Fiscal Year End Closing Procedures** memorandum outlining the steps Agencies must take. This includes details on steps to validate data and specific deadlines. Please reference this memo in association with this overview.

In June, following the posting of budget journals for the new fiscal year, the Cardinal Post Production Support (PPS) team will initiate a process that duplicates (rolls over) the existing active Department and Position default funding, generating the same data in the new fiscal year.

As part of this rollover process, Agencies take note:

- Do not create Department or Position default funding in the new fiscal year prior to the PPS team completing the rollover.
 - The one exception is for modifications to an Agency's Suspense Combination string, which is a set combination of ChartFields used in the event the payroll allocation errors.
 - **Changing the Suspense Combination String?** Take action no later than the date in DOA's **Fiscal Year End Closing Procedures** memo.
Follow the [Assigning ChartField Values to a Department](#) section of this Job Aid.

Note: Add a new fiscal year record for Department "99999", set the Effective Date to "July 1" and use the updated ChartFields on the **Dept Budget Date** tab, **Suspense Combination Code** section. Use this same set of ChartFields on the **Dept Budget Earnings** tab.
- Review the results of the rollover using the aids from the **Fiscal Year End Closing Procedures** memo and any other targeted Cardinal/SPO communications.
 - **Updating the new year defaults?** Keep the 07/01/XXXX Effective Dated row.
When Clicking the **Add a row (+)** icon, enter 07/01/XXXX (the beginning of the new fiscal year) and tab out of the field.
 - Ensure the correct year(s) records are updated where fiscal year cross-over exists. If a correction is found after the new fiscal year records have been created, both year's information may need to be updated.
 - **Making organizational changes?** Position records must be updated to the new department prior to adding the new fiscal year's position level funding records. Be sure to add department default funding for any new departments prior to adding new position level funding.
 - New Departments that are going to be used for both the new fiscal year in July and the current fiscal year need to be added for both the 'old' and the 'new' year. After July, it is no longer necessary to add new Department level records for the 'old' year.