

## Combo Code and Project Number Reference For Work-Study Employers

**COMBINATION (COMBO) CODE NUMBERS DO NOT CHANGE FROM YEAR-TO-YEAR.**

FUND	DEPT	PROJECT	PROGRAM	ACCOUNT
S47200	2834	Project Numbers change annually. Refer to chart below		* 512005O or * 512005T O=[non Ag] T: [Ag or Forest Srvc]

**PROJECT NUMBERS CHANGE ANNUALLY.**

Program Year	On Campus	Off Campus	America Reads Even Start FLP
2023-2024	FAR0036576	FAR0036577	FAR0036578

### ACCOUNT CODES – What are they used for?

Account Codes are used to track assets, liabilities, net assets, revenues, expenses and transfers including student assistants, temporary part-time support staff, Federal Work Study student employees, etc.

#### Work-Study Payroll Entries use Account Code: 512005 Salaries – Other

[https://www.ndsu.edu/fileadmin/accounting/Expenses\\_3-5-19.pdf](https://www.ndsu.edu/fileadmin/accounting/Expenses_3-5-19.pdf)

<https://www.ndsu.edu/accounting/gl/accounts/>

- Use for all temporary employees not employed by Ag or Forest Service, Off Campus, and America Reads

**\*ACCOUNT: 512005O**

EXAMPLE of a Work Study Combo Code (On-Campus): S472002834FAR0034670O

- Use for all temporary employees employed by Ag or Forest Service only

**\*ACCOUNT: 512005T**

EXAMPLE of a Work Study Combo Code(On-Campus): S472002834FAR0034670T

*The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.*

### WEB RESOURCES FOR WORK-STUDY EMPLOYERS

#### Payroll-related:

- **Human Resources and Payroll – Home Page:** ..... <https://www.ndsu.edu/hr/>
- **Administrative/Office Toolbox:** ..... [https://www.ndsu.edu/hr/administrativeoffice\\_toolbox/](https://www.ndsu.edu/hr/administrativeoffice_toolbox/)
  - Payroll Calendar(s), Online Employment System, TLAB-Manager Self Service, etc.
- **Manager’s Toolbox:** ..... [https://www.ndsu.edu/hr/managers\\_toolbox/](https://www.ndsu.edu/hr/managers_toolbox/)
  - **NDSU Payroll – Hiring Student(s):** chrome-extension://efaidnbmninnbpcjpcglclefindmkaj/https://www.ndsu.edu/fileadmin/hr/docs/New\_Hires\_Request\_Instructions\_for\_Graduate\_Students\_and\_Search\_Firm\_Hires.pdf
- **Default Funding:** ..... [https://www.ndsu.edu/fileadmin/budget/docs/TLAB\\_Default\\_Funding\\_Box.pdf](https://www.ndsu.edu/fileadmin/budget/docs/TLAB_Default_Funding_Box.pdf)

#### Career and Academic Advising:

- **Handshake – Job Board:** ..... <https://career-advising.ndsu.edu/front-page/12980-2/>