1. Q: What timeframe does this implementation take affect?  
A: The SOM Program Code implementation takes affect 7/1/16 (FY17). All funding chartfield strings for SOM EHRA employees (Faculty, Non-Faculty, Post Docs, Fellows, etc.) in FY17 should include a program code.

2. Q: Do I need to add a program code for everyone in my department?  
A: No, you would only need to add a program code for any EHRA employees (Faculty, Non-Faculty, Post Docs, Fellows, etc.) appointed in your department. It could be good practice to add a program code for all personnel, but at this time it will only be required on all EHRA employees.

3. Q: What if the EHRA employee is not appointed in my department, but is appointed in a School outside the School of Medicine. Would I need to add a program code to his/her funding?  
A: It is recommended to add a program code to all SOM funding lines, so if the EHRA employee is being paid from a SOM chartfield string please try to add a program code even if they are not appointed in the SOM.

4. Q: What if the EHRA employee is appointed in my department in the SOM, but is being paid by another School. Should I add a program code to the portion paid by another School?  
A: Yes, it is recommended to add a program code to the funding paid by another School (i.e. “MC201 – Education Outside SOM” if applicable). However, if the other School already has a program code they want to use for their funding lines, adding a SOM program code to these would not be required.

5. Q: Do I need to add a program code on my Lump Sum Payment (LSP) ePAR actions?  
A: If the LSP is truly for additional duties use code “MC307 – Additional Duties”. For Clinical departments, if the LSP is for incentive payments use code “MC233 – Incentive Payments”. Also for Clinical departments, if the LSP is funded by Mission Support use code “MC249 – Mission Support”. Any other LSP’s would not necessarily need a program code.

6. Q: What if another department or School also mandates that I use one of their program codes. What would I do then?  
A: If it is a University program code (i.e. a Kenan Professorship) then you would use the University program code. If another department in the SOM is asking you to use a program code, the list of SOM Program Codes would take precedent over what the department is using.

7. Q: Is there a list of the SOM program codes I should be using posted somewhere?  
A: Yes, the SOM program codes and examples are posted on FBO’s [website](#) (document title: SOM Program Codes).