

SOM Program Code & Faculty Productivity FAQ's

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: Will the Dean's Office recycle all ePAR forms if it does not include a program code for EHRA employees (i.e. hires, job changes, fund swaps, etc.)?

A: No, we will not recycle forms that would affect the Faculty members pay or appointment (i.e. job changes, hires, or lump sums); however it is highly recommended that program codes are added to these ePAR forms as well to avoid having to do another action to add them in the future. We would however recycle funds swaps and PAAT actions that do not include a program code.

The exception to this would be if the EHRA employee is funded 100% from grants. While it's good practice to add program code "MC202 – Research" to funding lines with fund "252", the Dean's Office will not recycle forms that do not include a program code for these.

7. 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.

8. 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).