**Payroll cost codes**

Payroll codes are 20 characters long with no spaces or hyphens. The final 5 digits (the nominal code) must be one of five that are valid on the payroll.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PROJECT NUMBER & TYPE**If non-project then all zeros | **FUND SOURCE**If non-project then all zeros | **BUDGET CENTRE** | **NOMINAL CODE**Must be one of the following:21305 Support staff21205 Research staff21005 Academic staff21340 TRU 21005 Student |

**To convert an Aptos code into a T1 code.**

Use the Code Converter Tool on the Finance Services web page at <http://www.exeter.ac.uk/finance/budgetsandcostcodes/> (use Internet Explorer).

**2. This will give you a T1 code.**

***Please note: further conversion is needed for payroll.***

**1. Enter the Aptos code and click search**



**To convert a T1 code into a Payroll code**

Open the payroll code converter (on the above web page, under the Code Converter Tool).

There are two types of T1 code:

**Non-project**, which are formatted as XX-XXX-X-XXXX-XXXXX

**Project**, which are formatted as XXXXXX-X-XX-XXXX-XXXX-XXXXX

Input the T1 code into the yellow box on the payroll code converter spreadsheet. There is a separate tab for Non-Project (GL) or Project (PJ).

This will create a valid payroll code in the green box.

The final 5 digits of the payroll code must be one from the list below. If the converter is unable to use one of these nominal codes then it will return ‘N/A’. In these cases you will need to refer to the finance teams for confirmation on which code to use.

* **21305** Support staff
* **21205** Research staff
* **21005** Academic staff
* **21340** Temporary Resourcing Unit
* **21105** Student

**If anyone has any queries about the cost codes then they should contact** **financialplanningreporting@exeter.ac.uk****.**

**Manual breakdown**

It is always useful to have an understanding of how to manually convert a T1 cost code into a payroll code in case the converter is unavailable.

**Non- project**, which are formatted as XX-XXX-X-XXXX-XXXXX.

To convert this into a payroll code you need to use the last two sections (9 digits), remove the hyphen, and add 11 zeros in front of it.

Eg. T1 code: 01-000-0-2353-21005

 Payroll code: 00000000000235321005

**Project**, which are formatted as XXXXXX-X-XX-XXXX-XXXX-XXXXX

To convert this into a payroll code you need to remove the third section (2 digits), the rest will make up the payroll code after the hyphens have been removed.

Eg. T1 code: 101114-G-00-1030-2494-21005

 Payroll code: 101114G1030249421005

The final 5 digits are the nominal code, they must be one of the following:

* **21305** Support staff
* **21205** Research staff
* **21005** Academic staff
* **21340** Temporary Resourcing Unit
* **21105** Student

If your code does not have one of these then you can change it to the correct nominal code using the Aptos subjective J\*\* code.

J0\* = 21005

J1\* = 21205

J2\* = 21005

J4\* = 21105

J5\* = 21305

J6\* = 21305

J7\* = 21305

J8\* = 21340

If your Aptos cost code does not have a subjective J\*\* code, then you will need to contact your finance team to confirm which nominal code you should use.