

Cardinal HCM - How to Use Chartfields

DOF Quick Reference Guide

WHEN TO USE A CHARTFIELD

Chartfields refer to the accounting codes used to allocate time for purposes of payroll and budget tracking. Examples are “Fund,” “Account,” “Cost Code” and “Department.” Chartfields may also be referred to as SpeedTypes.

Payroll for every employee has been assigned a primary Chartfield combination under which the timesheet will be processed. This is referred to as “Default Funding.” However, all DOF employees have the option of using Chartfields to override their default funding and allocate their time to a project or cost code. Use of Chartfields to allocate your time is determined by your role and the programs you support.

For most administrative staff, employees who work 100% in their programs, or employees whose salaries have been defaulted directly to a project/cost code, reported hours can simply flow to the default funding and use of Chartfields is not necessary.

For field staff working on multiple projects or cost codes each week, timesheets will contain many different Chartfields. The payroll structure for each project and cost code is set by the respective Program Manager and will vary across programs. Use Chartfields as directed by the Program Manager.

HOW TO USE A CHARTFIELD

If necessary, add a new row to your timesheet by clicking on the + sign at the end of the top row.

Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
REG - Regular Hours	41100CCOP	41100			ChartFields	+	-

To allocate time to a particular project, enter the hours for the day, use Time Reporting Code *REG – Regular Hours*, then click on the ChartFields hyperlink.

Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
REG - Regular Hours	41100CCOP	41100			ChartFields	+	-

You’ll notice the Chartfield Details are currently blank. Click the Search button to proceed.

ChartField Detail

Employee ID: [REDACTED]

Set ID: 21500

Search Options

Search

ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS
599999						

In the top search box, click on the magnifying glass to open a list of available projects/cost codes (or you can manually type in the code provided in the list below).

Look Up SpeedType Key

Search by: SpeedType Key begins with

[Advanced Lookup](#)

Search Results

View 100 | 1-79 of 79

SpeedType Key	Description
106723HCM	WQ Improvmt-Logger BMP HCM
106897HCM	DEQ BMP Monitoring HCM
107731HCM	Urban Forest Strike Team HCM
107874HCM	Hemlock Woolly Adelgid HCM
108408HCM	Bay Riparian FSA Initiav HCM
108544HCM	Forest Legacy

Clicking on the code will automatically populate the Chartfields in your search page. Press the “Select” button to apply these Chartfields to your timesheet.

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund
1	<input type="button" value="Select"/>	530	599999	53000			09403

*Note that the Chartfields will not display in your timesheet entry grid. For quick reference later, you may use the Agency Value field to note which row is allocated to which Chartfield.

Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields
REG - Regular Hours	41100CCOP	41100		UFST	ChartFields
REG - Regular Hours	41100CCOP	41100		RT	ChartFields

Chartfields / SpeedTypes**			
Description	SpeedType Key SALARY	SpeedType Key WAGE	Usage Notes
Reforestation of Timberlands	130HCM	130HCM	RT activities associated with the preparation of RT plans and projects; including program management and administrative support. For use by wage employees or salaried employees whose time is not typically supported by the RT Program.
Eastern Region	n/a	132HCM	For use by wage employees. For fire fighting, emergency response, or other special projects/grants see other codes below.
Central Region	n/a	134HCM	For use by wage employees. For fire fighting, emergency response, or other special projects/grants see other codes below.
Western Region	n/a	136HCM	For use by wage employees. For fire fighting, emergency response, or other special projects/grants see other codes below.
Agency Administration	n/a	140HCM	Administrative functions such as Finance and General Services. For use by wage employees. Salaried employees participating in these functions have been defaulted accordingly.
Personnel	n/a	141HCM	Personnel functions such as recruitment, orientation and training. For use by wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Telecommunications	n/a	142HCM	Telecommunication functions such as work related to cell phones and radios. For use by wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Forest Research	n/a	143HCM	Forest research functions such as progeny testing, plant breeding, and silvicultural studies. For use by wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Public Information	n/a	144HCM	Public information functions such as public outreach and educational activities and website / social media work. For use by wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Forest Stewardship and Management - USFS	147HCM	147HCM	Forest stewardship and forest management functions completed under USFS CPG Grant.
Forest Emergency Response (active fire fighting and support/dispatch)	149HCM	149HCM	Fire response (local) including active fire fighting and support/dispatch associated with incident.
New Kent Forestry Center	n/a	151HCM	New Kent Forestry Center (NKFC) Hardwood Nursery. For use by wage employees only.
Augusta Forestry Center	152HCM	152HCM	Nursery Operation at Augusta Forestry Center (AFC) including program management or administrative support. For use by wage employees or salaried employees whose time is not typically supported by the nursery.
Garland Gray Forestry Center	153HCM	153HCM	Nursery Operation at Garland Gray Forestry Center (GGFC) including program management or administrative support. For use by wage employees or salaried employees whose time is not typically supported by the nursery.
RT-Supported Tree Improvement	156HCM	156HCM	RT-supported tree improvement operations.
State Forest Operations	160HCM	160HCM	State Forest Operations including program management and administrative support. For use by wage employees or salaried employees whose time is not typically supported by state forests.
State Lands Activities	170HCM	170HCM	Non-DOF State-owned Lands Program Management and Forest Management activities on other state agency properties, including higher education institutions.
Forest Health / Entomology - USFS	246HCM	246HCM	Forest Health/Entomology component of United States Forest Service (USFS) Consolidated Payment Grant grant (CPG)

Chartfields / SpeedTypes**			
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Community & Urban Forestry - USFS	247HCM	247HCM	Urban & Community Forestry component of United States Forest Service (USFS) Consolidated Payment Grant grant (CPG)
[Non-Fire] Emergency Response- VDEM	248HCM	248HCM	VDEM Emergency (non-fire) Deployments through Virginia Department of Emergency Services (VDEM)
FEMA Deployment	249HCM	249HCM	Federal Emergency Management Agency Emergency (FEMA) Deployments including response and support activities for declared emergencies
Seed Orchard; Tree Improvement Program	256HCM	256HCM	Seed Orchard; Tree Improvement Program
Fleet Management	n/a	340HCM	Fleet Management and Fleet Maintenance at Headquarters. For wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Facility Management - HQ	n/a	345HCM	HQ Facility Management including building maintenance and grounds upkeep. For wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Forest Inventory Assessment	346HCM	346HCM	Forest Inventory Analysis (FIA) activities associated with the federal grant. For use by wage employees or salaried employees whose time is not typically supported by the FIA grant.
Land Conservation Monitor/Enforcement - Special Fund	450HCM	450HCM	Special funding source with limited funding; use only if instructed. Land conservation monitoring and enforcement of easements and acquisitions including management of program, reports and administrative program support.
Dry Hydrant Program - Special Fund	500HCM	500HCM	Special funding source with limited funding; use only if instructed. Dry Hydrant Fire Programs outreach, education, and administrative activities associated with Dry Hydrant installations
Volunteer Fire Assistance (VFA) Title II - USFS	501HCM	501HCM	Voluntary Fire Assistance (VFA) including outreach and educational activities - USFS grant provides limited support for administrative functions related to pass-through to Volunteer Fire Departments. Only used as directed-limited funding for payroll.
Community Fire Protection - USFS	503HCM	503HCM	Community Fire Protection - USFS ("Steven's Amendment") provides limited support for administrative functions related to pass-through to forested communities.
Firewise and Hazard Mitigation - USFS	504HCM	504HCM	Fire Wise and Hazard Mitigation - USFS federal grant including outreach and education activities
State Fire Assistance and Preparedness	506HCM	506HCM	State Fire Assistance & Fire Preparedness - Including public outreach and education activities. Include time associated with training and testing given and received as well as travel time.
Watershed Improvement Plan	557HCM	557HCM	Watershed improvement activities including plans, activities, program management, and administrative support. For wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
State Forest Tax Check Off, Outreach, Education - Special Fund	560HCM	560HCM	Special funding source with limited funding; use only if instructed. State Forest Tax check-off; Land Conservation Outreach and Public Education specific to the State Forest System.
Long Term Mitigation Fund (Cobbs Creek) - Special Fund	568HCM	568HCM	Special funding source with limited funding; use only if instructed. Cumberland State Forest management activities associated with the Cobbs Creek mitigation buffer project.
Southern Pine Beetle	595HCM	595HCM	'Southern Pine Beetle (SPB) Landowner Cost share Prevention Program including paperwork, correspondence, promotion and implementation.
Water Quality Penalties - Special Fund	600HCM	600HCM	Special funding source with limited funding; use only if instructed. Water Quality Penalty Fund - Logging Expo hours worked as well as Failure to Notify previously automated from IFRIS and other WQ Law Enforcement violations not associated with the Chesapeake Bay.

Chartfields / SpeedTypes**			
Description	SpeedType Key SALARY	SpeedType Key WAGE	Usage Notes
NRCS EQIP Grant Projects	668HCM	668HCM	NRCS EQIP grant projects (Include time spent preparing plans)
WQIF - Logger BMP ONLY	106723HCM	106723HCM	Water Quality Improvement Fund (WQIF) - Logger cost share - Qualifying activities associated with Harvesting Operations (BMPs & law enforcement) and the Logger Cost Share Program
DEQ BMP Monitoring Grant	106897HCM	106897HCM	Use only if within the Chesapeake Bay. Federal Grant including Match - DEQ CBRAP/BMP Monitoring - Pre-Harvest Plans, Harvest Inspections, Harvest Assists, BMP Audits, Complaint Investigations, Failure to Notify Violations
Urban Forest Strike Team	107731HCM	107731HCM	Urban Forest Strike Team (UFST)
Hemlock Woolly Adelgid	107874HCM	107874HCM	Hemlock Woolly Adelgid-USFS
Bay Riparian FSA Initiative	108190HCM	108190HCM	Bay Riparian FSA Initiative
Forest Legacy Admin	n/a	108544HCM	Forest Legacy Admin portion including easement development on a Legacy-funded project through closing. For wage employees only. Salaried employees participating in these functions have been defaulted accordingly.
Chesapeake Bay Federal Grant-PA	109824HCM	109824HCM	Chesapeake Bay Federal Grant - PA
Good Neighbor Agreement-Round Mtn Timber Sales	112860HCM	112860HCM	Good Neighbor Agreement-Round Mtn Timber Sales-USFS
TPO-Timber Production Output	112910HCM	112910HCM	TPO-Timber Production Output-part of FIA total award
Invasive Species-State Forest	112924HCM	112924HCM	Invasive Species-State Forest-USFS
Efforts to Stop Spotted Lanternfly	114267HCM	114267HCM	Efforts to Stop Spotted Lanternfly
Creating Resilient Coastal Forests in SE US	114268HCM	114268HCM	Creating Resilient Coastal Forests in SE US
Joint Chief Project-Lower Cowpasture	114432HCM	114432HCM	Joint Chief Project-Lower Cow pasture
18 Service Providers & Products	114640HCM	114640HCM	2018 Service Providers & Products-USFS LaSR
Industry Roundtables	114641HCM	114641HCM	Industry Roundtables-USFS LaSR
Southern Forest Prod Export Conference	114642HCM	114642HCM	Southern Forest Prod Export Conference-USFS LaSR
Wood Innovations	114643HCM	114643HCM	Wood Innovations

Chartfields / SpeedTypes**			
Description	SpeedType Key SALARY	SpeedType Key WAGE	Usage Notes
Upland Oak Sustainability	114645HCM	114645HCM	Upland Oak - Phase II
Support Geospatial Svcs-South	114646HCM	114646HCM	Support Geospatial Svcs-South
Virginia Environmental Endowment-James River Buffer Program	114706HCM	114706HCM	VEE-JRBP-non federal grant. Only approved staff should charge time to this grant.
CBF Mtns to Bay Grazing Alliance	114707HCM	114707HCM	Mountains to Bay - Grazing Alliance - CBF grant
19 Wood Fuels	115179HCM	115179HCM	2019 Wood Fuels-USFS LaSR
Emerging Pests-Wavyleaf Grass	115742HCM	115742HCM	Emerging Pests-Wavyleaf Grass-USFS Stand along grant
19 Fire Line Leaders	115743HCM	115743HCM	2019 Fire Line Leaders-USFS LaSR grant
19 Healthy Trees/Healthy Lives	115744HCM	115744HCM	2019 Healthy Trees/Healthy Lives-USFS LaSR grant
19 Economic Impact on Southern Comm for Ind	115745HCM	115745HCM	2019 Economic Impact on Southern Comm for Ind-USFS LaSR
WQIF - U&CF	116285HCM	116285HCM	Water Quality Improvement Fund
20 EAB Remove/Replace	117722HCM	117722HCM	2020 EAB Remove/Replace-USFS LaSR grant
Invasive Plants-Tree of Heaven	117854HCM	117854HCM	Invasive Plants-Tree of Heaven-USFS
20 Forest Literacy	117855HCM	117855HCM	2020 Forest Literacy-USFS LaSR
20 UC&F FAST	117856HCM	117856HCM	FAST 2020 dedicated U&CF project - USFS
21 Restoration of Ailanthus Stands	118835HCM	118835HCM	2021 Restoration of Ailanthus Stands-USFS LaSR
21 Rebuilding Prescribed Burning	118836HCM	118836HCM	2021 Rebuilding Prescribed Burning-USFS LaSR
21 Hardwood Mgt in VA	118837HCM	118837HCM	2021 Hardwood Mgmt in VA
21 Invasive Plants-CPG	119820HCM	119820HCM	2021 Invasive Plants-CPG-USFS

Chartfields / SpeedTypes**			
Description	SpeedType Key SALARY	SpeedType Key WAGE	Usage Notes
Good Neighbor Agreement-Ewing Mountain SPA	121259HCM	121259HCM	Good Neighbor Agreement-Ewing Mountain SPA-USFS Timber sales
22 Wood Utilization-Innovation Networks	122154HCM	122154HCM	2022 Wood Utilization-Innovation Networks-USFS LaSR
Conservation Reserve Program (CRP/CREP)	122514HCM	122514HCM	Conservation Reserve Program (CRP/CREP)-USFS
NRCS EQUIP & CSP Federal Grant Projects	122520HCM	122520HCM	NRCS EQUIP & CSP federal grant projects (include time spent preparing plans). NRCS Farm Bill Programs.
VDACS Lanternfly	122566HCM	122566HCM	2022 VDACS Lanternfly Surv
Laurel Wilt Special Project	122670HCM	122640HCM	2020 CPG Lauren Wilt Special Project (Personnel)
Blue Ridge Prism Wayleaf Control	122706HCM	122706HCM	Blue Ridge Prism Wayleaf Grass Control / Invasive Species (Personnel)
CWDG	122748HCM	122748HCM	CWDG
SFAP-Forest Health	122750HCM	122750HCM	State Forest Action Plan (SFAP)-Forest Health
SFAP - Stew	122751HCM	122751HCM	State Forest Action Plan (SFAP) - Stew
SFAP - U&CF	122752HCM	122752HCM	State Forest Action Plan (SFAP) - U&CF
GNA-Potts Creek	122862HCM	122862HCM	Good Neighbor Agreement - Potts Creek Logging
2023 CPG/LSR Hardwood Mgmt	123121HCM	123121HCM	2023 CPG/LSR to engage/develop contractors for Hardwood Mgt
2023 CPG/LSR Forestry Mgmt	123122HCM	123122HCM	2023 CPG/LSR to develop LT Forestry Mgt in Western VA
GNA - Green Hill / Smith Flats	123493HCM	123493HCM	Good Neighbor Agreement - Green Hill / Smith Flats
Emerald Ash Borer (EAB)	DOF57811HC	DOF57811HC	Emerald Ash Borer grant (EAB)-USFS
Invasive Weeds-Title II	DOF59014HC	DOF59014HC	Invasive Weeds-USFS CPG
**These Chartfields / SpeedTypes apply for payroll expenses only.			