# Modify existing or incorrect Costing Allocations on SPMS employees:

This is what should show on SPMS employees Costing Allocation Tab



If there is an incorrect Costing Allocation, it needs to be removed.

To Remove a Costing Allocation:

1. Locate employee in search field
2. Go to employee profile > Pay Tab > Costing Allocations

**Depending on how the information currently appears, follow the respective steps.**

**Example 1:**

| Start Date | End Date | Costing Allocation Level | Position | Costing | Distribution Percent |
|---|---|---|---|---|---|
| 05/23/2017 | | Worker Position ❌ | 063203 HR Analyst IV DBM - Amy Angst (W1088673) | Fund: 01 General | 100.00% |

3. Click the **Maintain Button**

4. The *worker* field will auto-populate, select the employee's *position* and enter that field. Click OK.

Worker Costing

| Worker | ✕ Amy Angst (W1088673) | ≡ |
| Position | ✕ 063203 HR Analyst IV DBM - Amy Angst (W1088673) | ≡ |
| Earning | | ≡ |

5. Click the "Remove" button to completely delete this section. Click Submit.
6. Select "Done" to return to the Costing Allocation Tab

**Example 2:**

| Start Date | End Date | Costing Allocation Level | Costing | Distribution Percent |
|---|---|---|---|---|
| 05/23/2017 | | Worker ✖ | Fund: 01 General | 100.00% |

3. Click the **Maintain Button**

| Job | Contact | Personal | Compensation | Pay | Perfor |
|---|---|---|---|---|---|

| Pay Group | Results | Input | Costing Allocations |
|---|---|---|---|

Maintain

Current and Future Costing Allocations  1 item

| Start Date | End Date | Costing Allocation Level | Position Restrictions |
|---|---|---|---|

4. The *worker* field will auto-populate. **Do not fill in the position field.** Click OK.

Worker Costing

| Worker | ✕ Amy Angst (W1088673) | ≡ |
| Position | | ≡ |
| Earning | | ≡ |

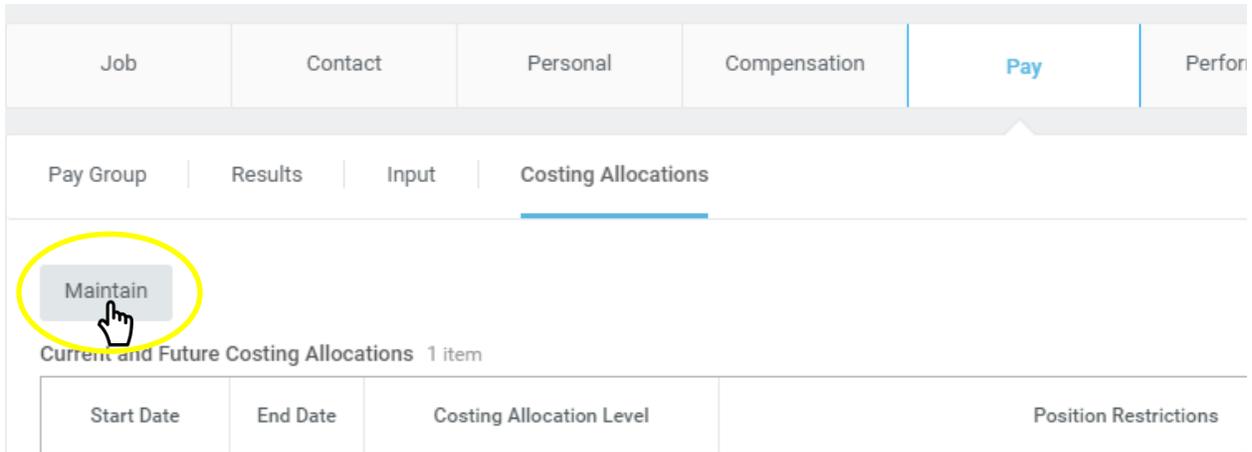5. Click the "Remove" button to completely delete this section. Click Submit.
6. Select "Done" to return to the Costing Allocation Tab
7. Follow the **Add Costing Allocation on SPMS Employee** Job Aid to add the correct Costing Allocation information

# How to Add Costing Allocations on SPMS employees:

To Add Costing Allocation:

1. Locate employee in search field
2. Go to employee profile > Pay Tab > Costing Allocations
3. Click the **Maintain Button**

| Job | Contact | Personal | Compensation | Pay | Perfor |
|-----|---------|----------|--------------|-----|--------|

Pay Group | Results | Input | **Costing Allocations**

Maintain

Current and Future Costing Allocations  1 item

| Start Date | End Date | Costing Allocation Level | Position Restrictions |
|------------|----------|--------------------------|-----------------------|

*If you do not see this button, you do not have security to change this information*

4. Click the X to **remove the auto filled employee information**

## Assign Costing Allocation

### Worker Costing

Worker    X  ASHLEY LOVETT
             (W2015504)

Position

Earning
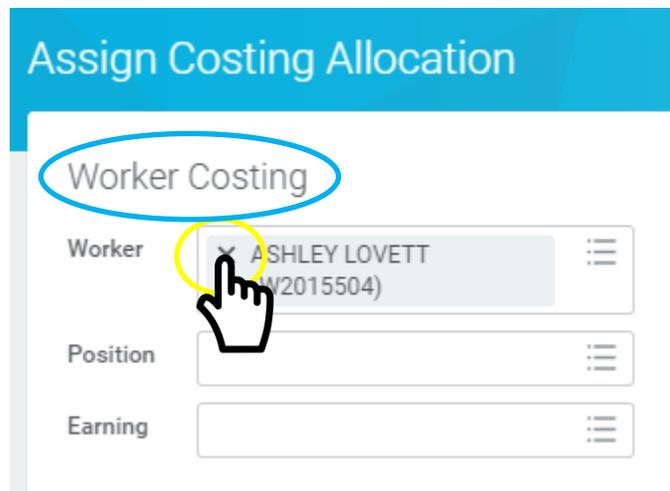
5.  In the **Position Restriction** field, find the employee by name or PIN and press OK



6.  Enter Fund Code information in the **Worktags** field



*You can have more than one Fund Code, but the Distribution Percent must equal 100%*

7.  Submit the new/updated information, then navigate back to the Costing Allocation tab and confirm that it now shows correctly