

## **Assign Costing Allocation**

Maintain the funding allocation for a position using the Assign Costing Allocation task. This task is also performed as a part of the Create Position business process.

The default fund for a position is identified when the position is created. You can identify one or more others to split funding, if necessary. The total funding distribution percentage must equal 100% if the split between one or more funds.

The procedure to assign funding allocations to a position follows.

## **Procedure:**

- 1. Type the Supervisory Organization in the Search field.
- 2. Click on the search icon  $\mathsf{Q}$
- 3. Click the Supervisory Organization hyperlink.

| SPS Training Ur                   | nit E17 (Actions      | 5   |  |    |   |                 |
|-----------------------------------|-----------------------|-----|--|----|---|-----------------|
|                                   |                       | Í   | 0 0 0<br>0 0 0                                 |    | × |                 |
| Type Supervisory                  | Actions               |     | <b>Position Restrictions</b>                   | X  | 8 |                 |
| Organization ID T_075930          | Position Restrictions | >   | TE01 Accountant I-1 (Unfilled)                 |    |   |                 |
|                                   | Business Process      | >   | Supervisory Organization SPS Training Unit E17 |    |   |                 |
|                                   | Compensation          | >   | Supervisory organization SPS fraining on tET/  |    |   |                 |
|                                   | Favorite              | >   |  |    |   |                 |
| Details Members Staff             | Hire                  | >   |  |    |   |                 |
|                                   | Integration IDs       | >   |  |    |   |                 |
| Staffing Model Position Manageme  | Job Application       | >   |  |    |   |                 |
|                                   | Job Change            | >   |  |    |   |                 |
| Positions without Job Requisition | Organization          | >   |  |    |   |                 |
| Position Restrictions             | Payroll               |     | Assign Costing Allocation                      |    |   | ailability Date |
| TE01 Accountant I-1 (Unfilled)    | Roles                 | >   | Assign Pay Group                               |    |   | /01/1900        |
| TE05 Accountant I-5 (Unfilled)    | Accountant I-4        | 546 | Baltimore - 301 W. Preston                     | St | 0 | 1/01/1900       |
| TE02 Accountant I-2 (Unfilled)    | Accountant I-4        | 546 | Baltimore - 301 W. Preston                     | St | 0 | 1/01/1900       |

- 4. Identify the position you want to update.
- 5. Find the position you want to update, and then click on the Related Actions and Preview button next to the position.
- 6. In the menu, hover over Payroll and then click Assign Costing Allocation.



| Neulieu Oeetine  |               |
|------------------|---------------|
| Worker Costing   |               |
| Norker           | :=            |
| Position         | :=            |
| Earning          | =             |
| Position Restric | tions Costing |

- 7. In the **Position Restrictions Costing** section, use the Calendar icon to update the Effective Date, if needed.
- 8. Click the **OK OK** button.

| <ul> <li>← Assign Costing Allocation</li> </ul>  |   |                       |
|--|---|-----------------------|
| Effective Date 02/25/2020 Position Restrictions TE01 Accountant I-1 (Unfilled)           |   |                       |
|  | ← Fund                                    |                       |
| Copy Costing Allocation  | Fund: 01 General                          |                       |
|  | Fund: 03 Special                          |                       |
| Start Date * 02 / 25 / 2020 💼  | Fund: 05 Federal                          |                       |
| End Date MM / DD / YYYY  | Fund: 07 Non-Budgeted                     |                       |
|  | Fund: 09 Reimbursable                     |                       |
| Costing Allocation Attachments   | Fund: 13 Enterprise                       |                       |
|  | Fund: 40 Current - Unrestricted           |                       |
| 1 item   | Fund: 43 Current - Restricted             | □. <sup>-</sup>       |
| + Order Default (As of Start Date) Required with no Default (Must have Costing Override) | Fund: 49 Agency Fund for Higher Education | *Distribution Percent |
|  | Fund: 99 No Funding                       |                       |
| ⊕ ⊡ ▼ ▼  | Search                                    | 100                   |
|  |   | 100.00% 🗸             |
| (  |   | •                     |
| Remove   |   |                       |
|  |   |                       |
| Submit Save for Later Cancel   |   |                       |

- 9. If the funding will end on a specified date, use the Calendar  $\stackrel{\text{le}}{=}$  icon to select the End Date.
- 10. To add one or more funds:
  - a. Click the Add a New Row (+) icon in the costing allocation table.
  - b. In the **Costing Override** column, type or use the prompt to select the appropriate fund.
  - c. In the **Distribution Percent** column, type the distribution percent.
  - d. Repeat, as needed.

**Information**: More than one fund can be entered by adding additional rows. The fund information will come from Budget/Finance personnel. The Distribution Percent must add up to 100%.

| 11. Click the Submit | Submit | button. |
|----------------------|--------|---------|
|----------------------|--------|---------|



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

## **Confirmation Page**

| You have submitted<br>Costing Allocation: TE01 Accountant I-1 |   | 01 🖶 |
|---|---|------|
| Process Successfully Completed                                | Do Another<br>Assign Costing Allocation |      |
| > Details and Process   |   |      |
|   |   |      |
|   |   |      |
|   |   |      |
|   |   |      |
| Done  |   |      |
| 14. Click the Done Done button.                               |   |      |
| 15. The System Task is complete.                              |   |      |