

## Assign Costing Allocations for Current Employees

From the Search Box:

1. Type **Assign Costing Allocation**.
2. Select the **Assign Costing Allocation – Task**.
3. Enter Worker name. Note: If worker has more than one position/assignment select the appropriate position/assignment.
4. Select **OK**.
5. Select the appropriate **Cost Center, Function, Fund, and Business Unit**. The costing information should be entered in the **Costing Override** section of the Costing Allocation Attachment. Note: If you type your **Smart Tag** (Integrow budget number) in the Costing Override search box the required information will auto appear.

Worker: Darlene Parker  
Position: P00642 Staff Assistant I - Darlene Parker

Copy Costing Allocation

Start Date \* 03/01/2007

End Date


**Default Organizational Assignments (As of Start Date)**  
Business Unit: Main Campus  
Cost Center: CC0130 Human Resources  
Function: 6.32.00 Human Resources  
Fund: 100 Current Fund - Unrestricted  
Location: Main Campus

Costing Allocation Attachments

<input type="checkbox"/>	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	*Distribution Percent
<input type="checkbox"/>		Business Unit: Main Campus Cost Center: CC0130 Human Resources Function: 6.32.00 Human Resources Fund: 100 Current Fund - Unrestricted Location: Main Campus		<input type="text" value="search"/>	100
					100

6. **Submit** the change.

## Change Organization Assignment: Assign Organization

1. Select the appropriate **Cost Center, Function, Fund, and Business Unit**. Click the **Edit** icon  to select the required information. Note: If you type your **Smart Tag** (Integrow budget number) in the Smart Tag field the required information will auto appear.
2. **Submit** the request.

## Assign Costing Allocations for Hire Employee

1. Select **Worker and Position** for Costing Allocation Level. Note: \*Grant positions will choose the Costing Allocation Level of **Worker, Position, and Earning**.

2. Click the **Add** button to assign the costing allocation.
3. Enter the **Start Date**. Note: \*The End Date is required for Grant positions.
4. Click the Add Row **+** icon to assign the costing allocation. Notice that the Default (As of Start Date) column defaults to your organization as the funding source for this position.
  - a. If Default (As of Start Date) is correct funding source and the required information is there (**Business Unit, Cost Center, Function, Fund, and Smart Tag**) submit the request.
  - b. If Default (As of Start Date) is incorrect or not the sole funding source complete Step 5 Assign Costing Allocations for Current Employees. Note: Clicking the Add Row **+** icon multiple times allows you to split the funding/distribution percent between more than one cost center.
5. **Submit** request.

Costing Allocation for Hire: John Doe

Event

Effective Date 08/12/15

Costing Allocation Level \* Worker and Position

Earning (empty)

Copy Position Restriction Costing Allocation

**Add**

Copy Costing Allocation

Start Date \*

End Date

Current Attachments

**Costing Allocation Attachments**

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	*Distribution Percent
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">+</span>	▼	Business Unit: Main Campus Cost Center: CC0130 Human Resources Function: 6.32.00 Human Resources Fund: 100 Current Fund - Unrestricted Smart Tag: 16321000		search <input type="text" value=""/>	100
					<b>100</b>