

Payroll Costing Allocation (Ad Hoc)

This QRC instructs users on the **Assign Costing Allocation** used in Payroll as a stand-alone process.

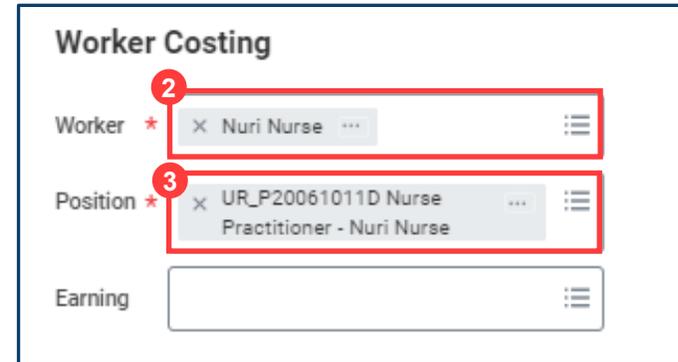
Payroll Costing Allocation (Ad Hoc)

1. Search for and select the **Assign Costing Allocation** task.
2. Select the **Worker**.
3. Select the **Position**. This field may auto-populate.
4. Select **OK**.
5. On the Costing Allocation Page:
 - A. If no Costing Allocation currently exists, the **Start Date** will default to today's date. Select the field to make changes, if needed.
 - B. If there are already existing Costing Allocations, add an **End Date** to the existing costing allocation and click the **Copy Costing Allocation** checkbox or the **Add** button to create a new costing allocation. The **Start Date** on this new allocation should be the day after the newly provided **End Date**.
6. Revise or enter the appropriate **Additional Worktags**.

Note: While users may complete fields on the costing allocation details table in any order they choose, completing the Additional Worktag (FAO) field first will populate the remaining fields.

7. The **Fund** and **Cost Center** should auto-populate from the Additional Worktag (FAO) selected.
8. Add the **Costing Company**
9. If multiple costing allocations need to be assigned, select the **Add** button and repeat steps 5B through 8.
10. Select **Submit**.

Next Steps: This process will go to the Department & Divisional finance approver roles. Check your **My Tasks** list for additional steps that may be required after submitting this process..



Worker Costing

Worker *

Position *

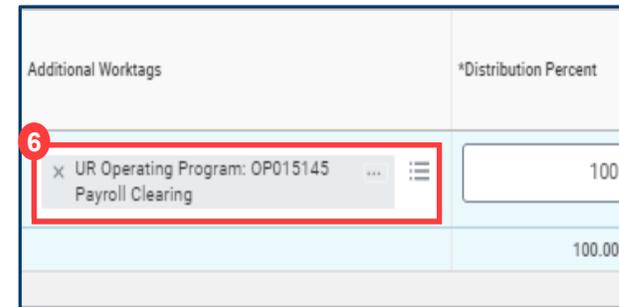
Earning



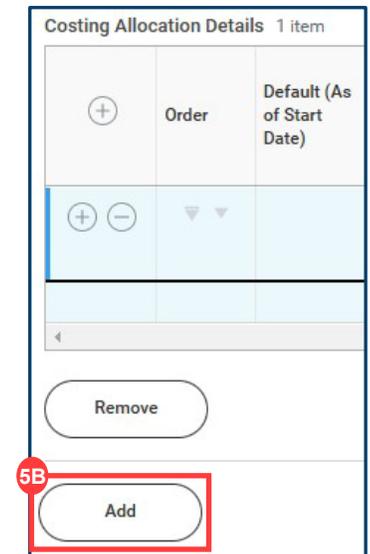
Copy Costing Allocation

Start Date *

End Date



Additional Worktags	*Distribution Percent
<input type="text" value="x UR Operating Program: OP015145 Payroll Clearing ..."/>	<input type="text" value="100"/>
	100.00%



Costing Allocation Details 1 item

	Order	Default (As of Start Date)
<input type="text"/>	<input type="text"/>	<input type="text"/>