<u>Note</u>: Log into VPN if accessing off-campus.

- 1. Navigate to the employee record.
- 2. Click on the Actions button \rightarrow Payroll \rightarrow Assign Costing Allocation



3. Verify you are on the correct PCN for the employee. Change PCN if needed. Click Submit.

Worker	Costing	I			
Worker	< Bucky Bro	onco			
Position *	× PCN0001 Bucky Bronco				
Earning					
Positio	n Restri	ctions Co	osting		
Positio		ctions Co	sting		

 Update the Start Date. Update the End Date, if applicable. Start Date should be in the <u>current pay period</u>. Anything earlier should be updated by submitting an FTAR.

Start Date	* 03/	/16/2020			Def
End Date	MM /	DD / YYYY	Ē.		Sta
					Cost C
					Fund:
> Co	stin	g Alloc	ation At	tachments	Progra
> Co 2 items	stin	g Alloc	ation At	tachments	Progra



Payroll:

 If the salary is to be split between more than one account, you will need to add additional rows. Click the + symbol to add as many rows as needed.

> Cos	Costing Allocation Attachments							
+	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center				
⊕ ⊖	T			× CHEM Chemi Biochemistry				
		,						
Remove								

- 6. Enter data in the columns:
 - Cost Center, Program, Fund, Additional Worktags, Distribution Percent



- 7. Click Submit.
- 8. If a sponsored project is used, the costing allocation transaction will get routed to the Sponsored Projects team for review and approval.

Up Next

SCU HCM Sponsored Project Office(SPO) Approval by SCU HCM Sponsored Project Office(SPO) Due Date 08/26/2020

> Details and Process

