

# Cost Center Manager- Costing Allocations Task

## USER GUIDE

### INTRODUCTION

As a Cost Center Manager for your department, you will receive tasks that need to be completed **to set up** the costing allocation for that employee. This aid walks through the task and steps needed to complete this.

When an employee has a job change (transfer, promotion, etc.) Payroll ends the old allocation. The next step is for the Cost Center Manager to assign the new costing allocation.

### ASSIGN COSTING ALLOCATION

Once the Cost Center Manager receives the **Assign Costing Allocation for Employee** task in your inbox, you would be completing this task for these changes:

- **New Hire**
- **Rehire**
- **Transfer to your department**
- **Promotion / position change within department**

**Do not just hit submit.** This task is for assigning the cost center, fund and if applicable additional worktags (Grant, Programs) which are required for all employees.

**Note: The position default costing allocation does not allow mapping to payroll reports and does not allow for multiple distribution.** This aid walks you through how to make the changes. Payroll will notify you if needing to correct.

If needing assistance on what Cost Center to use, email: [cofinance@co.marathon.wi.us](mailto:cofinance@co.marathon.wi.us).



**Note:** If you need to see the prior history before completing this task, Cost Center Managers have rights to see the **Costing Allocation** history on the employee's profile, under **Pay**.

1. The first section shows the event details. In the next section, **Include Existing Allocations:** The **From** will be and the effective date which will default to the hire, rehire or Job Change date.

*If you want to see prior history, enter 12/11/2022 in the From date, click on Refresh Costing Allocation Data and for the level, select Worker and Position. If nothing appears, the previous allocation was a default.*

Include Existing Allocations

From  To

2. Next, **Costing Allocation Details.** Costing Allocation Level: select **Worker and Position**.

Costing Allocation Details

Costing Allocation Level

Earning (empty)

Copy Position Restriction Costing Allocation

3. Click **Add** to start entering the costing information.

Copy Costing Allocation

Start Date

End Date

**Start Date:** Do not change the start date for hire or rehire dates, this will default correctly.

For Job Changes- this should always be the Sunday of the start of a pay period. If it is not, you must change it to the Sunday of the start of a pay period.

**End Date: Leave blank.** \*When a Grant ends or costing allocation changes, you will need to end the current costing allocation and assign a new costing allocation. View the aid "Payroll Costing Allocation Corrections" to make changes.

4. The default from the position is shown but you still need to assign a Cost Center, Fund and if applicable Additional Worktags (Grants, Programs, etc.), even if it is the same as the default.

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Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center
Cost Center: 99203 CC Recreation Facilities Location: Wausau Pools		<input type="text"/>

Enter in the Cost Center information to the right of the default. Once entered, the default cost center information will automatically remove and the only thing remaining will be the default location, like below:

Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center
Location: Wausau Pools		<input type="text"/> <ul style="list-style-type: none"> <li> <span style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">x</span> 99203 CC                      Recreation                      Facilities                 </span> <span style="float: right; font-size: 0.8em;">...   ≡</span> </li> </ul>

If there are multiple cost center allocations that need to be applied, click the  sign to add more.

- **Distribution must equal 100%.**
  - Verify populated information is correct. If there are no changes to what you entered, click **Submit**.
5. The process is now complete, and no additional approvals are needed.