

Cost Center Manager- Payroll Cost Allocation Corrections USER GUIDE

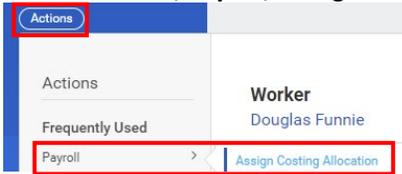
INTRODUCTION

As a Cost Center Manager for your department, you may need to adjust a current employee's Cost Center, Fund or Additional Worktags (Grants, Programs, etc.). This aid walks you through how to make the changes.

If needing assistance on what Cost Center to use, email: cofinance@co.marathon.wi.us

CURRENT EMPLOYEE- CHANGES TO PAYROLL COSTING ALLOCATION

1. Search for the Worker and go to their profile.
2. Click on **Actions, Payroll, "Assign Costing Allocation"**



3. **Include Existing Allocations:** this would be used if you need to review previous costing allocations for the employee and position. For example, From date would be 12/11/2022 (Workday Go Live), To date leave blank.

Worker Costing: confirm the **Worker and Position** are correct. Click **OK**.

Assign Costing Allocation

Include Existing Allocations

From: 05/09/2024

To: MM/DD/YYYY

Worker Costing

Worker: Douglas Funnie

Position *: 13544 Social Worker - Douglas Funnie (Position Vacate:05/12/2024)

Earning: [blank]

Position Restrictions Costing

Effective Date: 05/09/2024

Position Restrictions: [blank]

Earning: leave this field blank.

Position Restrictions Costing: leave all fields in this section blank.

4. If there is just the Default listed, you must assign a Cost Center, Fund and if applicable additional worktags, even if it is the same as the default. **Refer to the aid "Cost Center Manager- Default Allocations Corrections"**.

Default (As of Start Date)

Cost Center: 54
Long Term Support

Fund: Improvement
Fund

Location:

If there is a change, don't delete the current. It needs to be ended and the new one added. We need to keep all of the history.

The allocations will start with the current and can go down to all the previous (to 12/11/2022).

Enter the **End Date** always as the last day of the payroll period (Saturday).

Start Date * 04/21/2024

End Date 05/11/2024

5. To add a new allocation, scroll down until you see Add. Click **Add** to enter the new costing allocations.

Start date- This should always be the day after the allocation ended. The new allocation will start on Sunday, the start of the next pay period.

Start Date * 05/12/2024

End Date MM/DD/YYYY

End Date: Leave blank or delete the populated date.

*When a Grant ends or costing allocation changes, you will need to end the current costing allocation and assign a new costing allocation.

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

Costing Allocation Details 1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center
		Cost Center: 51304 Corporation Counsel Fund: 101 General Fund Location: Courthouse		<input type="text"/>

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



Note: Cost Center Managers have rights to see the **Costing Allocation** history on the employee’s profile, under **Pay**.