

Workday Job Aid – Assign Costing Allocation

A manager can use the **Assign Costing Allocation** function in Workday to update the cost centers an Associate should be assigned to. It can be used to remove a current allocation, or to add a more than one cost center to an Associate.

1. Select the icon on OKTA. On the Workday homepage, search the Associate's name and click enter.
2. On the Associate's profile, click on the **Pay** tab to view the **Costing Allocations**.
3. Click the **Maintain** button to get started.

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing Company	Costing (As of Start Date)	Distribution Percent
02/26/2019		Position Restrictions	P-32169 Maintenance Technician - Alex Rodriguez (32169)	Essex Property Trust, Inc.	Cost Center: 083 Hidden Valley	80.00%
				Essex Property Trust, Inc.	Cost Center: 474 Meadowood	20.00%

4. On the **Assign Costing Allocation** screen, under the **Position Restrictions Costing** type the effective date in the correct field. Then in **Position Restrictions** type the Associate's name and click enter. Press **OK** to continue.

Assign Costing Allocation

Under Positions Restrictions Costing, please identify an effective date and the Associate's position.
Do not use Worker Costing.

Worker Costing

Worker

Position (empty)



Earning (empty)


Position Restrictions Costing



Effective Date * 07 / 22 / 2019 **4**

Position Restrictions *

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5. On this page, you can update current allocations or add new ones.
 - a. To **END** current allocations, you'll enter the effective date of when they should stop in **End Date**. Then **Submit**.
 - b. To **ADD** allocations, click the  , type in the appropriate **Cost Center** and **Distribution Percent**.
 - c. To **Remove** a cost center, click the  .
 - d. The **Distribution Percent** should always equal 100%
6. Click **Submit**. This will then go through approvals.











Start Date * 02 / 26 / 2019 

End Date MM / DD / YYYY  

Default Organizational Assignments (As of Start Date)
Cost Center: 083 Hidden Valley

> Costing Allocation Attachments

2 Items 

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center	*Distribution Percent 
 		Cost Center: 083 Hidden Valley		<input type="text"/>	80 
 	 			474 Meadowood	20
					100.00% 