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 workday 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.

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.

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.

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center	*Distribution Percent
⊕ ⊖	⩯ ▼	Cost Center: 083 Hidden Valley			80
⊕ ⊖	▲ ⩕			474 Meadowood	20
					100.00%

Remove

Add

Submit   Save for Later   Cancel