

# Modify existing or incorrect Costing Allocations on SPMS employees:

This is what should show on SPMS employees Costing Allocation Tab

The screenshot shows the 'Costing Allocations' tab with the following data row:

| Start Date | End Date | Costing Allocation Level | Position Restrictions                                | Costing          | Distribution Percent |
|------------|----------|--------------------------|--|------------------|----------------------|
| 01/01/1900 |          | Position Restrictions    | 075080 HR Analyst III DBM - ASHLEY LOVETT (W2015504) | Fund: 01 General | 100.00%              |

Callouts in the image point to:

- Position Restrictions: PIN/Position & Employee Info** (pointing to the Position Restrictions column)
- Distribution Percent: 100%** (pointing to the Distribution Percent column)
- Costing Allocation Level: POSITION RESTRICTIONS** (pointing to the Costing Allocation Level column)

If there is an incorrect Costing Allocation, it needs to be removed.

To Remove a Costing Allocation:

1. Locate employee in search field
2. Go to employee profile > Pay Tab > Costing Allocations

Depending on how the information currently appears, follow the respective steps.

## Example 1:

| Start Date | End Date | Costing Allocation Level | Position  | Costing          | Distribution Percent |
|------------|----------|--------------------------|---|------------------|----------------------|
| 05/23/2017 |          | Worker Position          | 063203 HR Analyst IV DBM - Amy Angst (W1088673) | Fund: 01 General | 100.00%              |

### 3. Click the **Maintain Button**

The screenshot shows the 'Pay' tab of an employee profile with the 'Costing Allocations' sub-tab selected. A 'Maintain' button is circled in yellow, indicating the next step in the process.

4. The *worker* field will auto-populate, select the employee's *position* and enter that field. Click OK.

Worker Costing

Worker X Amy Angst (W1088673)

Position X 063203 HR Analyst IV DBM - Amy Angst (W1088673)

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5. Click the “Remove” button to completely delete this section. Click Submit.

6. Select “Done” to return to the Costing Allocation Tab

**Example 2:**

| Start Date | End Date | Costing Allocation Level   | Costing          | Distribution Percent |
|------------|----------|--|------------------|----------------------|
| 05/23/2017 |          | Worker  | Fund: 01 General | 100.00%              |

**NOTE:** It is now not valid to have just a **Worker** level. If the employee shows the **Worker** allocation level and it needs to be modified or removed, Shared Services will have to rescind it from Worker History, submit an SPS Help Desk ticket: <https://spshelp.dbm.md.gov/mc/up/new-ticket/select-ticket-form#/ticket-form>.