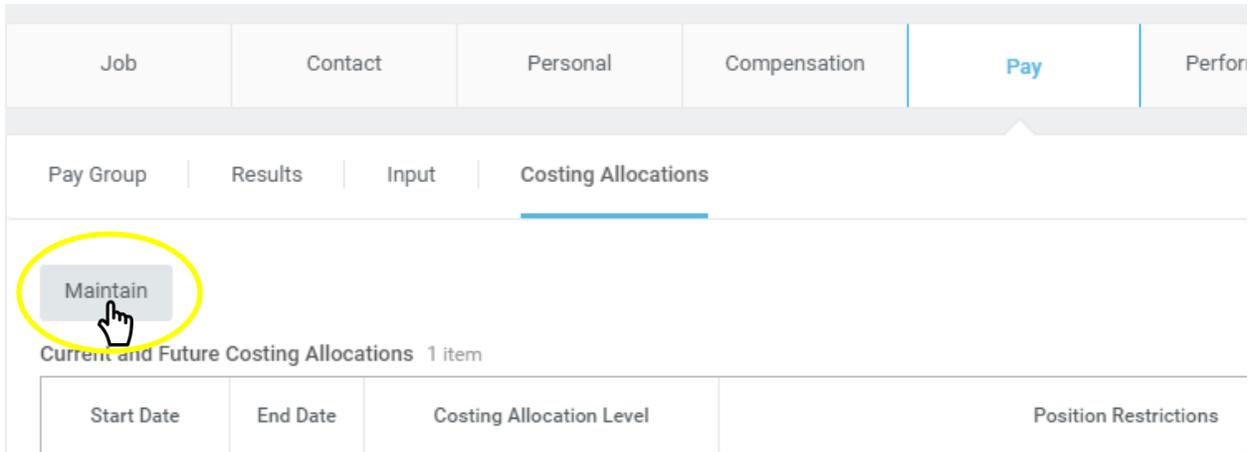


How to Add Costing Allocations on SPMS employees:

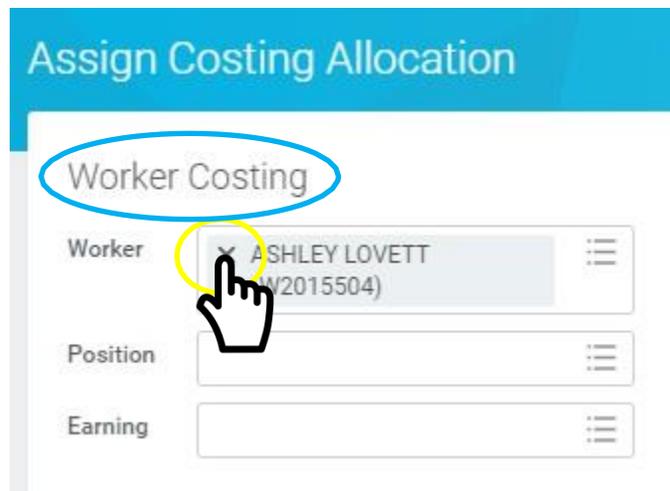
To Add Costing Allocation:

1. Locate employee in search field
2. Go to employee profile > Pay Tab > Costing Allocations
3. Click the **Maintain Button**



** If you do not see this button, you do not have security to change this information**

4. Click the X to **remove the auto filled employee information**



5. In the **Position Restriction** field, find the employee by name or PIN and press OK

Position Restrictions Costing

Effective Date * 05 / 12 / 2017 

Position Restrictions *

6. Enter Fund Code information in the **Worktags** field

Costing Allocation Attachments

1 item 

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
 				<input type="text" value="Fund: 01 General"/>	<input type="text" value="100"/>
					100.00%



You can have more than one Fund Code, but the Distribution Percent must equal 100%

7. Submit the new/updated information, then navigate back to the Costing Allocation tab and confirm that it now shows correctly