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

Job	Contact	Personal	Compensation	Pay	Perfor
	-				
Pay Group	Results Input	Costing Allocatio	ins		
Maintain					
Current and Future	Costing Allocations 1 if	iem			
Start Date	End Date Co	osting Allocation Level		Position Res	strictions

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

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

Assign Cos	ting Allocatior	n
Worker Cos	sting	
Worker	ASHLEY LOVETT W2015504)	
Position		Ξ
Earning		Ξ

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



6. Enter Fund Code information in the Worktags field

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(+)	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent	
÷ –	$\overline{\mathbf{v}}$ \mathbf{v}			Fund: 01 General	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