Once a new position is approved, the hiring manager will receive a task in their **My Tasks** inbox to **Assign Costing Allocation for Create Position**. Costing Allocations are entered to determine who (cost center, grant, or other worktag) is paying for specific percentages of this position's salary expenses. This task is **required** before a Job Requisition for the position can be submitted. Use the guide below to complete this task.

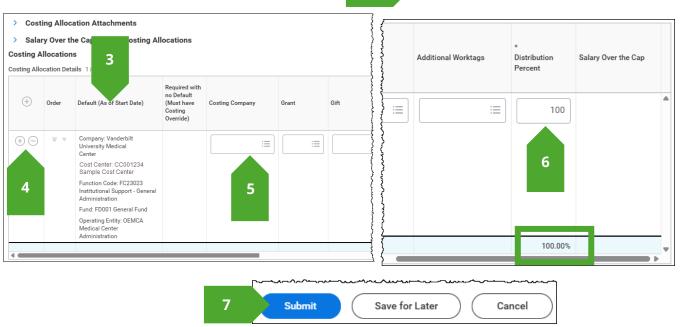1. From your My Tasks inbox, select the task: **Costing Allocation for Create Position**.
2. There is no Costing Allocation listed for new positions. Click **+Add** to add an allocation.
3. This position's **default organization** entered when the position was created will display for reference.
4. Use the **+** or **−** to add or delete additional rows of distribution for this position.
5. Enter **Company**, **Cost Center**, and/or **Driver Worktags**, if needed, to change the assignment for a row.
6. The **Distribution Percent** is entered on each line of distribution. Note that the total must equal **100%**.
7. Click **Submit**.

For more information on Payroll Costing Allocations (PCA) including information about changes and/or Salary Over the Cap for NIH-funded grants, please see the guides **here**.