

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 <u>required</u> 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**.

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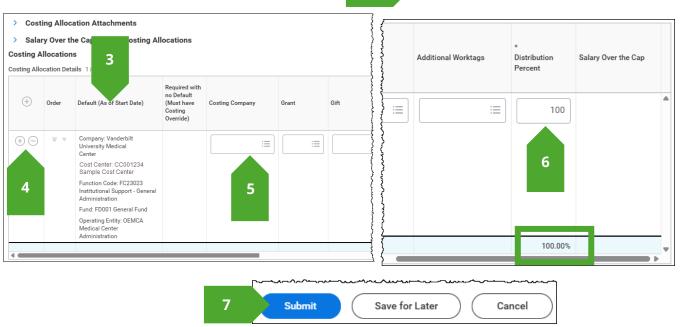
BUSINESS

EDUCATION

workday

- 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.
- 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.

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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 <u>here</u>.