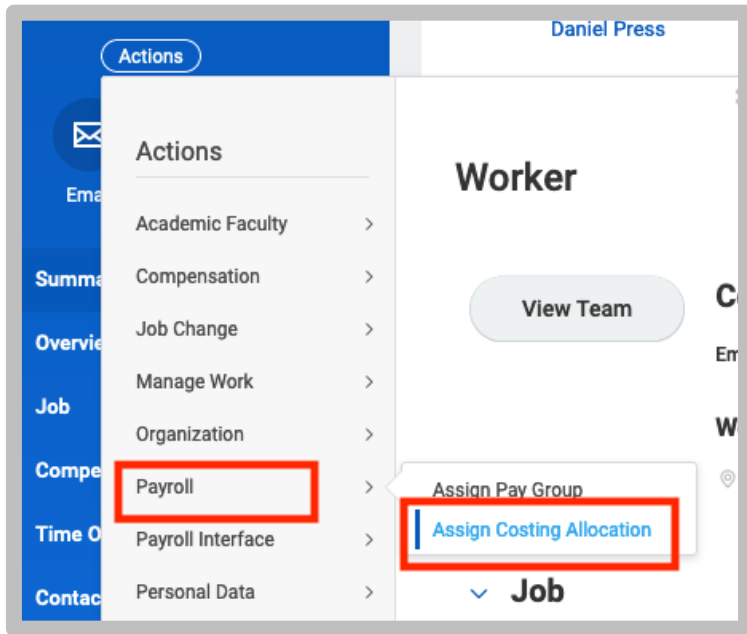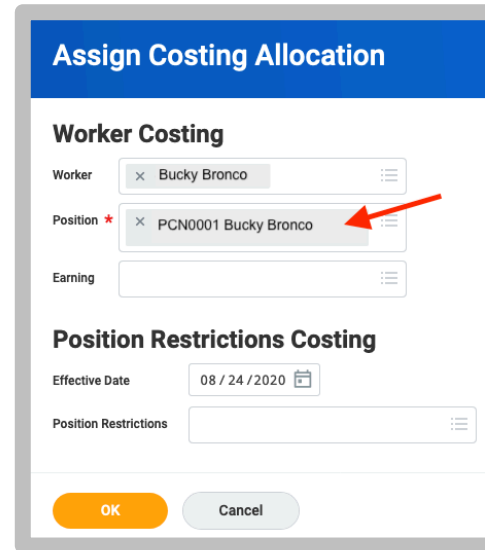***Note: Log into VPN if accessing off-campus.***

1. Navigate to the employee record.

2. Click on the Actions button → Payroll → Assign Costing Allocation

3. Verify you are on the correct PCN for the employee. Change PCN if needed. Click Submit.


4. Update the Start Date. Update the End Date, if applicable. Start Date should be in the <u>current pay period</u>. Anything earlier should be updated by submitting an FTAR.
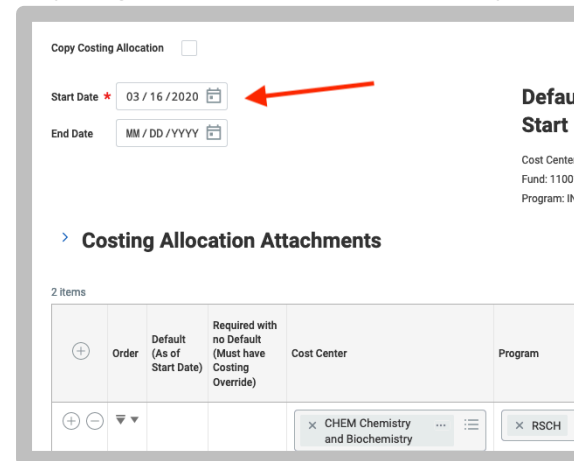
5. If the salary is to be split between more than one account, you will need to add additional rows. Click the + symbol to add as many rows as needed.
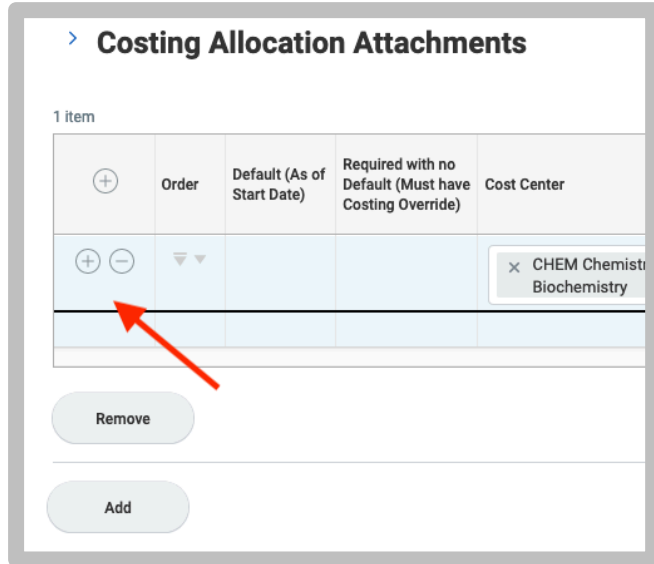
6. Enter data in the columns:

- Cost Center, Program, Fund, Additional Worktags, Distribution Percent
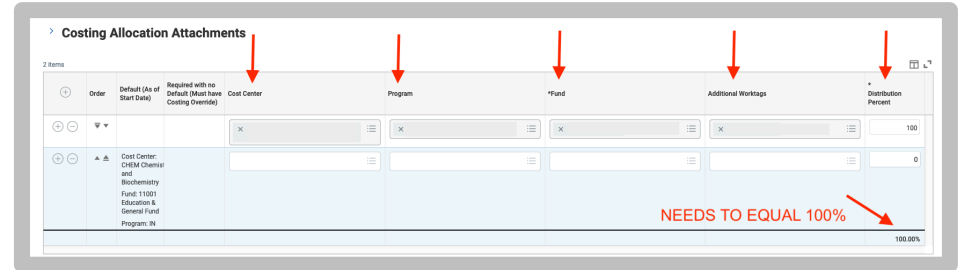
7. Click Submit.

8. If a sponsored project is used, the costing allocation transaction will get routed to the Sponsored Projects team for review and approval.