

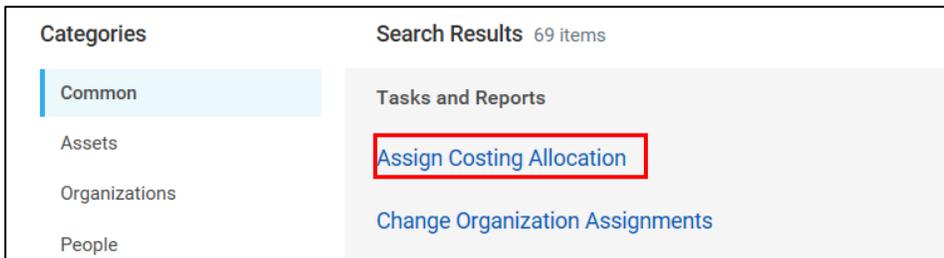
### Change or Split Default Costing Allocation(s)

In Workday, the Cost Center Analyst (CCA) is responsible for adjusting the default costing allocation if the employee needs to split costs across multiple companies and operating units. It is recommended that non-exempt employees do not split default costs, rather they should direct assign their time appropriately.

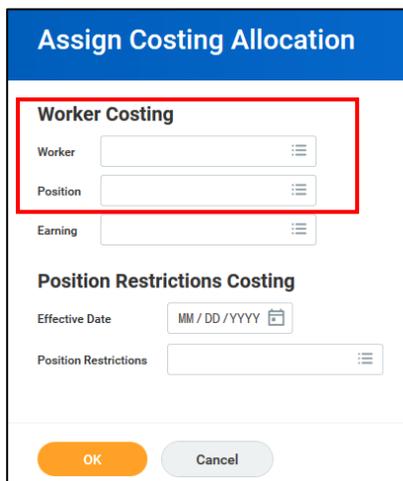


Note: Employees should not be split across multiple cost centers nor should employees be split across a non-regulated company and Transco or NWP. If a split crosses a joint venture (JV), make sure the operating agreement allows it. Keep allocations simple; not less than 20%.

- To get started, search “**Assign Costing**” in the search bar. From the search results, select **Assign Costing Allocation**. Alternatively, you may also search for the employee (remember to hit ‘enter’ to ensure you’re selecting the correct employee in case there are duplicate names) and from **Actions** select Payroll > Assign Costing Allocation.



- On the first **Assign Costing Allocation** page, you should only focus on the **Worker Costing** section and complete the **Worker + Position** fields.
  - Worker:** Use the drop-down or search to select a worker.
  - Position:** Select the worker’s current position



- Do not enter information in the **Position Restrictions Costing** section.
  - Earning:** Leave blank
  - Effective Date:** Leave blank. If a date autopopulates, be sure to **erase the date** from this field.
  - Position Restrictions:** Leave blank

4. Click **OK**.
5. Enter a **Start Date** to align with the first day of the next pay period. You may leave **End Date** blank however, you must periodically review.

The table will show the employee’s current (default) and any existing costing allocation(s).

6. As you add rows, use the **Worktags** field to add **Financial Company** and **Operating Unit**. Use the **Distribution Percent** to indicate how the allocations should be split. Be sure to adjust the current (default) so that the allocations equal 100%.
  - a. Do not delete the first row; this is your default GL assigned to the position.
  - b. You must leave some value associated with this row or you may have headcount discrepancies.
  - c. Do not enter any values in the Worktags area.
  - d. Once you have changed the Distribution Percent you wish to leave allocated to the default, you may add rows and adjust the % allocated until you reach 100%.
  - e. To add a new row, click the plus sign, either on the header row or next to the current costing allocation.

+	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	* Distribution Percent
+ -	▼	Cost Center: 75279 - ASSET INTEGRITY CENTRAL S FERC: 00000000 DEFAULT Financial Company: 7029 EAGLE FORD FRANCHISE MIRROR Operating Unit: 70007029 EAGLE FORD FRANCHISE INTERFACE POSTING		<div style="border: 1px solid red; padding: 5px; display: inline-block;">This box to remain blank</div>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Minimum 1% must be retained to default</div>
+ -	▲	Cost Center: 75279 - ASSET INTEGRITY CENTRAL S FERC: 00000000 DEFAULT		<ul style="list-style-type: none"> <li>× Financial Company: 7028 HAYNESVILLE FRANCHISE MIRROR</li> <li>× Operating Unit: 70007028 HAYNESVILLE FRANCHISE INTERFACE POSTING</li> </ul>	50
					100.00%

+	Order	Default (As of Start Date)
+ -	▼	Cost Center: 75279 - ASSET INTEGRITY CENTRAL S

7. Once you’ve added all the allocations necessary, click **Submit**.
8. On the completion page, you have the option to do another allocation or simply click **Done** to exit.

 Process Successfully Completed

[Do Another](#)  
[Assign Costing Allocation](#)

> **Details and Process**

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[Done](#)