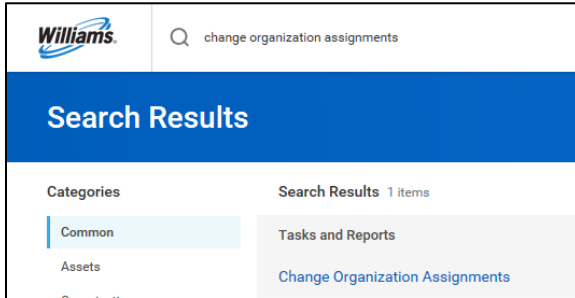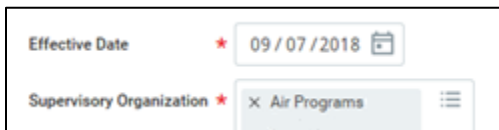## Ad Hoc Organization Assignment Change

As a Cost Center Analyst (CCA), you are responsible for initiating ad hoc organization assignment changes.

1. To get started, search "**change organization assignments**" in the search bar. From the search results, select **Change Organization Assignments**.

2. Enter the **Effective Date** of the organization assignment change. Then select the **Supervisory Organization** from the dropdown.

Note: The effective date for Organization Assignment changes must be at least *seven business days prior to each* payday (does not include weekend days) and should *not be backdated.* Effectively, the cutoff or effective date is no later than the first Wednesday of the pay period.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PD -9	PD -8	PD -7	PD -6	PD -5
		Cost Enter Analysts Have Default Org Updates For Upcoming Paycheck In Workday By 5:00		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PD -4	PD -3	PD -2	PD -1	$$ PAYDAY $$

3. Click **OK**.

4. Here you will see a **list of workers** and an overview of **default Organization Assignments.**

5. You will also see the **Override Organization Assignment** grid in the upper right-hand corner, which you will use to make changes to various elements of the **Proposed Organization** assignment.

- Each row in the grid corresponds with a line in the worker's current, default and proposed Organization Assignment rows/columns. For example, FERC in each grid is **highlighted in green** below.

6. Before using the Default Organization Assignments or Override Organization Assignments grid to make changes, select the applicable **worker** or select all workers if applicable.
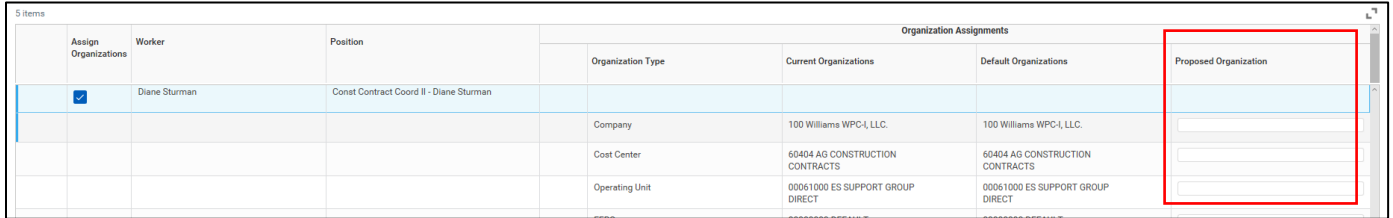

7. Using the **Override Organization Assignments** grid to make changes, note the proposed organization assignments for the selected worker(s) updates as you make your selection(s). Update the entirety of the Override Organization grid. You must enter a value in all fields even if the field is not changing otherwise, you will receive an error.

8. Alternatively, make changes to the corresponding organization in the **Proposed Organization** column by selecting the desired organization assignment from the dropdown. Update the entirety of the Proposed Organization column. You must enter a value in all fields, even if the field is not changing. Otherwise, you will receive an error.

5 items							
				Organization Assignments			
Assign Organizations	Worker	Position		Organization Type	Current Organizations	Default Organizations	Proposed Organization
☑	Diane Sturman	Const Contract Coord II - Diane Sturman					
				Company	100 Williams WPC-I, LLC.	100 Williams WPC-I, LLC.	
				Cost Center	60404 AG CONSTRUCTION CONTRACTS	60404 AG CONSTRUCTION CONTRACTS	
				Operating Unit	00061000 ES SUPPORT GROUP DIRECT	00061000 ES SUPPORT GROUP DIRECT	

9. Use the **comment** field to make any relevant comments associated with the organization assignment change.

> Rationalization for organization assignment changes here

10. Click **Submit** to complete the Organization Assignment change.