

Change Organization Assignment:

Create Position, Edit Position, Hire, Transfer

Cost Center Analyst

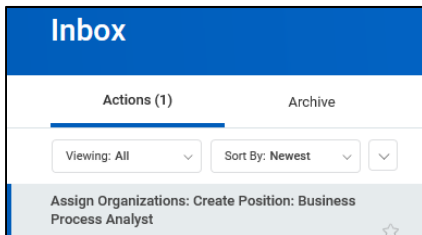
Create Position, Edit Position, Hire, Transfer

Cost Center Analysts (CCA) are responsible for reviewing the Change Organization Assignment process. The following outlines how to do so as a result of business processes initiated by a manager or HRBP, such as in the case of creating a position, editing a position, hiring, or transferring.

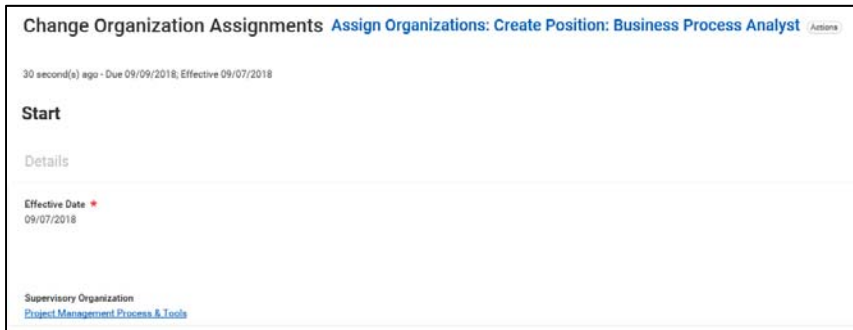
Change Organization Assignments – Manager

After the manager has created the position or initiated the job change, and the request has been approved by the HRBP, the manager will be prompted to assign the Cost Center assignment.

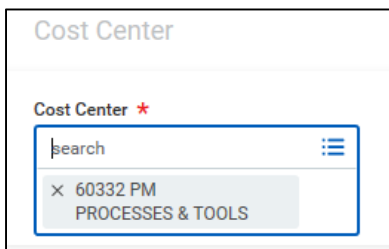
1. The manager will receive a Workday Action item to **Change Organization Assignments**.



2. The manager should review the details of the request to ensure accuracy.



3. The manager ensures the **Cost Center** is accurate or selects the appropriate one from the dropdown menu.



4. The manager **Submits** to elevate the step to the Cost Center Analyst for review and approval.

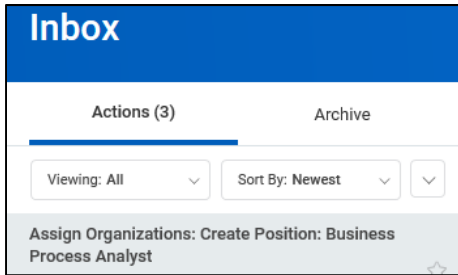
Review Organization Assignments – Cost Center Analyst

1. You will receive a Workday Action item to **Assign Organizations**. Select the Action for more details.

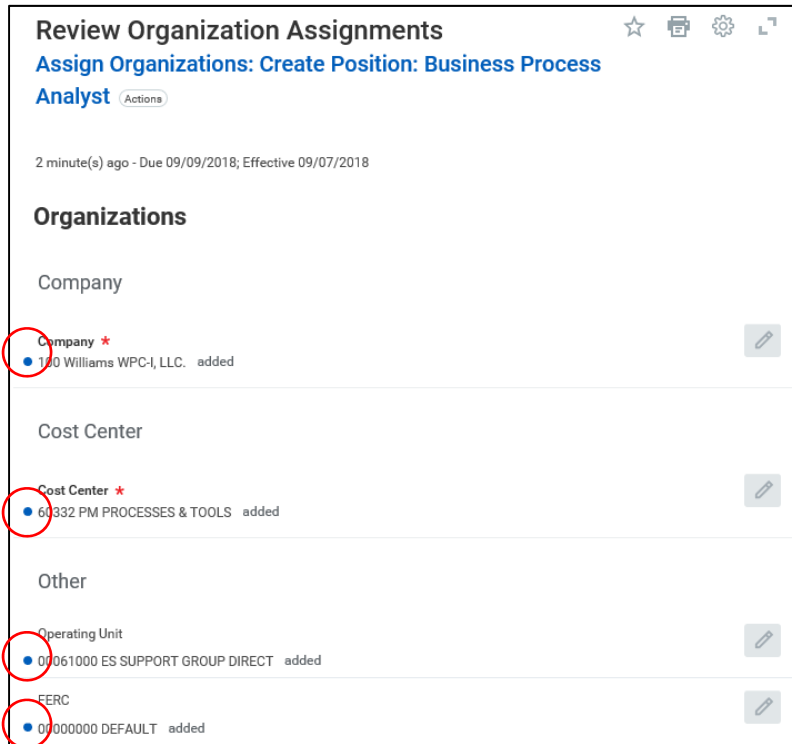
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2. Review the details of the request. Note that all added or changed items are marked with **blue dots**.



3. Use the **edit icon**  to make changes where necessary. You will need to update to accurately reflect where the default costs should be allocated. Though the manager may have already done so, you are responsible for validating and updating as necessary.
4. Once you verify the information is accurate, click **Approve**.
5. The create position or job change business process will proceed to subsequent steps.