



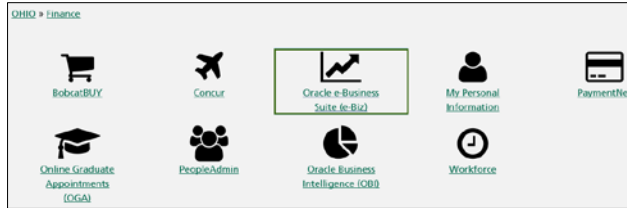
Purpose

The purpose of this document is to teach users how to update salaried employee base costing assignments throughout the fiscal year. Some things to note as you use this system:

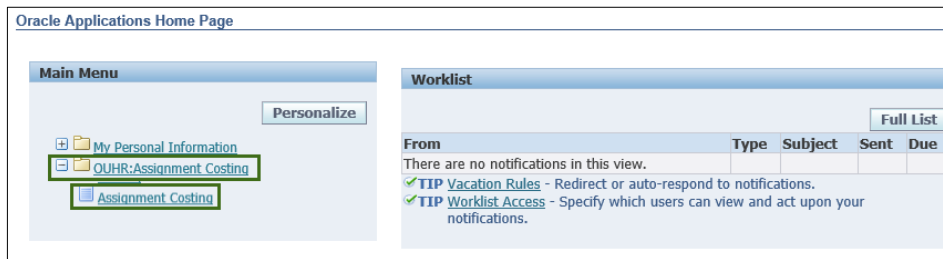
- Only salaried, Group 1, Group 2, Group 4 employees, Faculty and Staff can be updated here.
- Hourly employee costing changes should be done through Workforce.
- Contracts submitted through EMS cannot be updated through this system.

Step 1: Locate employee

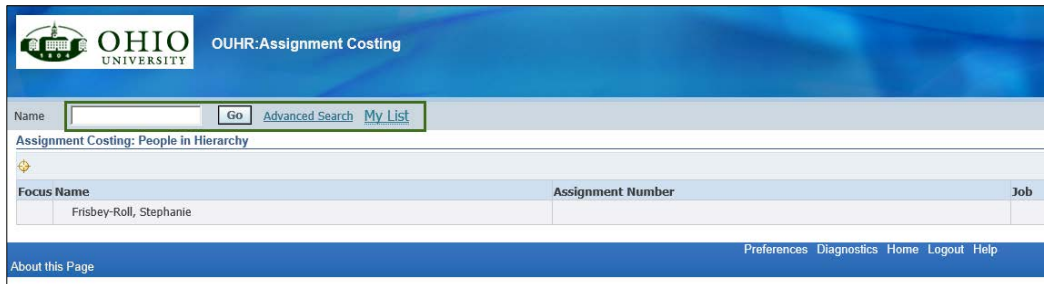
To log into the Oracle e-Business Suite (eBiz), go to www.ohio.edu/finance and select the [Oracle e-Business Suite \(e-Biz\)](#) link.



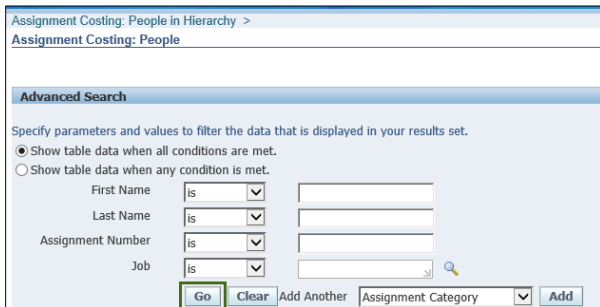
Navigate to OUHR Assignment Costing; click on Assignment Costing.



When you are logged in you will see only your subordinates listed on the main screen, but you can search for any employee. You can use the search bar to search for last names only.



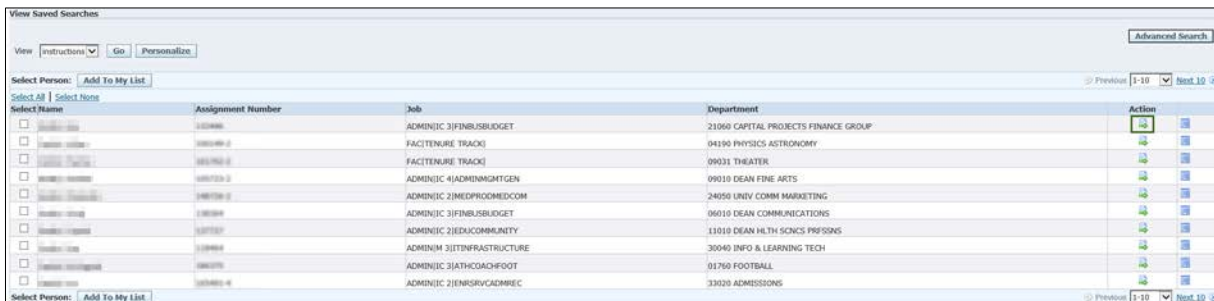
Click on Advanced Search to search by first and last name or by department.



OR



Enter the name you would like to update and click the action button to access the employee's costing information.





Step 2: Enter effective date

Enter the effective date by clicking the calendar icon. The calendar icon is a pop-up, so be sure to allow pop-ups on your browser.

Information
Please enter an Effective Date on or after 01-Jul-2017.

Assignment Costing: Effective Date Options

Effective Date 24-Jul-2017

Employee Name _____ Employee Number _____
 Organization Email Address _____ Department _____
 Manager _____ Job _____

Please enter the date when the changes should take effect and press the Continue button.
 Note: The effective date should be the first day of the pay period (1st or 16th of the month). If you would like for changes to be made after the first day of a pay period, please submit a Payroll Expense Accounting Correction (PEDS) form.
 The link to this form is provided below:
[Link to: Payroll Expense Accounting Correction \(PEDS\) Form](#)

Changes should take effect on the effective date as entered below.
 Effective Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

NOTE: the effective date needs to be the first day of the pay period, please select the 1st or 16th of the month. Enter the date on which the changes should take effect, and press the Continue button.

If payroll has run, you cannot update the costing for that date. Refer to the [payroll calendar](#) for information on dates that payroll will be executed.

NOTE: If you need to change the costing allocation because the change was entered on a date other than the 1st or 16th, complete [the PEDS](#) (Payroll Expense Accounting Correction) form.

Step 3: Add or update costing information

Update costing by changing the specific information on the employee record. Click the Add Another Row to add new costing if you need to add additional costing for split costing purposes.

*Proportion (%)		*Cost Codes
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD"/>
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD"/>

If split costed or updating the existing cost code field, locate the correct account by clicking the search icon if account information is not known.

*Proportion (%)		*Cost Codes
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD"/>
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD"/>



Step 3: Add or update costing information, continued

Click clear to enter the new costing code.

To search for any account number string by name, change drop down to Description and search for %text% - make sure your search term has the % at the beginning and end. You can also search by Organization Number. Click the search button to search.

NOTE: The Tab key on your keyboard will accept information, not the Enter key.

Select	Quick Select	ORG	Description
<input type="radio"/>		100051	COMMUNICATIONS AND MARKETING
<input type="radio"/>		110511	MARKETING/COMMUNICATIONS
<input type="radio"/>		110755	CENTER FOR PROFESSIONAL COMMUNICATION
<input type="radio"/>		120010	DEAN COMMUNICATION
<input type="radio"/>		120040	VISUAL COMMUNICATION
<input type="radio"/>		140016	RUSS COLLEGE COMMUNICATIONS
<input type="radio"/>		160110	CHSP COMMUNICATIONS
<input type="radio"/>		160400	REHABILITATION AND COMMUNICATION SCIENCES
<input type="radio"/>		160402	INACTIVE 103113 REHABILITATION AND COMMUNICATION SCIENCES
<input type="radio"/>		160410	COMMUNICATION SCIENCES DISORDERS

Select the radio button of the correct costing account. Click Select.

If you need to delete a row in order to apply 100% of the costing to one account, click the Delete icon next to the line no longer needed.

Proportion (%)	Cost Codes	Start Date	End Date	Delete
50	ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD	16-Mar-2018		
50	ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD	01-Jul-2016		

[Add Another Row](#)



Step 4: Confirmation

When the costing account has been entered correctly, click the next button. The next screen will show you the details of the old costing and the new assignment. A blue dot will appear next to any changes (see the 100% in image below). Once reviewed, click the submit button to apply the changes to the costing.

Updated Cost Codes		Current Cost Codes	Proposed Cost Codes	Start Date	Current End Date	Deleted
Mode	Current Proportion (%)	Proposed Proportion (%)	Current Cost Codes			
Correct	50	100	10-100000-830040-0000-80-703110-XXXXXX-XX-XXXXXXX ENT-SOURCE-ORG-ACTY-FUNC-OBJECT-PROJECT-TASK-ABWRD	10-100000-830040-0000-80-703110-XXXXXX-XX-XXXXXXX	16-Mar-2018	
Purge	50		10-100000-830025-0000-80-703110-XXXXXX-XX-XXXXXXX ENT-SOURCE-ORG-ACTY-FUNC-OBJECT-PROJECT-TASK-ABWRD		16-Mar-2018	

New Cost Codes		Proportion (%)	Cost Codes	Start Date	End Date
There are no new cost allocations.					

When complete, you will see a message stating that your changes have been applied. When you click Ok, you will be taken back to the Oracle Applications home screen.

NOTE: In the search list next to the Action button, there is a Details button. This shows the costing history for the employee as well as their salary history, should you need that information.

Step 5: My List

You can add people to My List to save time and not have to search for them repeatedly. Once you have searched for an employee, click the check box next to their name to add them to your list. This is a static list, meaning that if an employee leaves or changes positions, they will remain on your list.

Assignment Costing: People

Select Person: [Add To My List](#)

[Select All](#) | [Select None](#)

Select Name

<input checked="" type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]
<input type="checkbox"/>	[Redacted Name]

Select Person: [Add To My List](#)

To access your list, click the My List link from the Assignment Costing home screen.

Name [Go](#) [Advanced Search](#) [My List](#)

Step 6: Save Search

If you find yourself updating costing for specific departments, you can create a saved search that will be a dynamic search, meaning that the list will update based on the employee assignment and status. From the home screen, click on Advanced Search and search for the group you would like to update.

OHIO UNIVERSITY OUHR: Assignment Costing

Name [Go](#) [Advanced Search](#) [My List](#)

Assignment Costing: People in Hierarchy

Focus Name
Frisbey-Roll, Stephanie

About this Page



Step 6: Save Search, continued

Click on the drop down at the bottom of the search criteria to add another search field. Click Add to add that field to your search criteria. For this example we are using Department. When you type in the department number (organization number) the system will attempt to auto fill your selection. Click the Tab key on your keyboard to accept the information and advance to the next field, the Enter key will execute the search. Enter your search criteria and click Go. Once you get your desired results, click Save Search at the bottom right of the search results screen.

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.
 Show table data when all conditions are met.
 Show table data when any condition is met.

First Name: []
 Last Name: []
 Assignment Number: []
 Job: []
 Department: [660420 FOOTBALL]

Go Clear Add Another Department Add

Select Person: Add To My List Previous 1-10 Next 10

Select Name	Assignment Number	Job	Department	Action
<input type="checkbox"/>		ADMINIC 4IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHADMNOPS	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 4IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 3IATHCOACHFOOT	660420 FOOTBALL	[] []
<input type="checkbox"/>		ADMINIC 2IATHADMNOPS	660420 FOOTBALL	[] []

Return to People in Hierarchy Save Search

You will need to give your search a title. Enter the name and make any other updates to your criteria. When you are ready, click Apply.

Create View

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.
 * Indicates required field

Cancel Revert Apply and View Results Apply

General Properties

View Name: Football
 Number of Rows Displayed: 10 Rows
 Set as Default

Column Properties

Update the appropriate column attributes as desired. Rename Columns / Totalling

Columns Shown and Column Order

Available Columns	Columns Displayed
Assignment Category	Name
Assignment Status	Assignment Number
Business Group	Job
Contingent Worker Number	Department
Derived Locale	Action
Email Address	Detail Layout

You will then be taken to your list of Saved Searches. You can Duplicate your search criteria, and you can Update or Delete an existing search. Click Apply to keep any changes you make.

Personalize Views

Below is a list of all pre-configured and/or personalized views applicable to "People" table on the previous screen. Pre-configured views are read only. Duplicate a pre-configured view to see its definition or to create a variation of the same.

Cancel Apply

Select View: Duplicate Create View

Select View Name	Description	Display View	Default	Update	Delete
<input type="radio"/> Instructions		Yes		[]	[]
<input type="radio"/> Test		Yes		[]	[]
<input checked="" type="radio"/> Football		Yes		[]	[]

Cancel Apply

To find the search later, click the Advanced Search link and click the View button at the top right of the screen.

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.
 Show table data when all conditions are met.
 Show table data when any condition is met.

First Name: []
 Last Name: []
 Assignment Number: []
 Job: []

Views

On the Views screen, use the drop down to run any saved search with the most up to date information.

Advanced Search

View Saved Searches

View [] Go Personalize