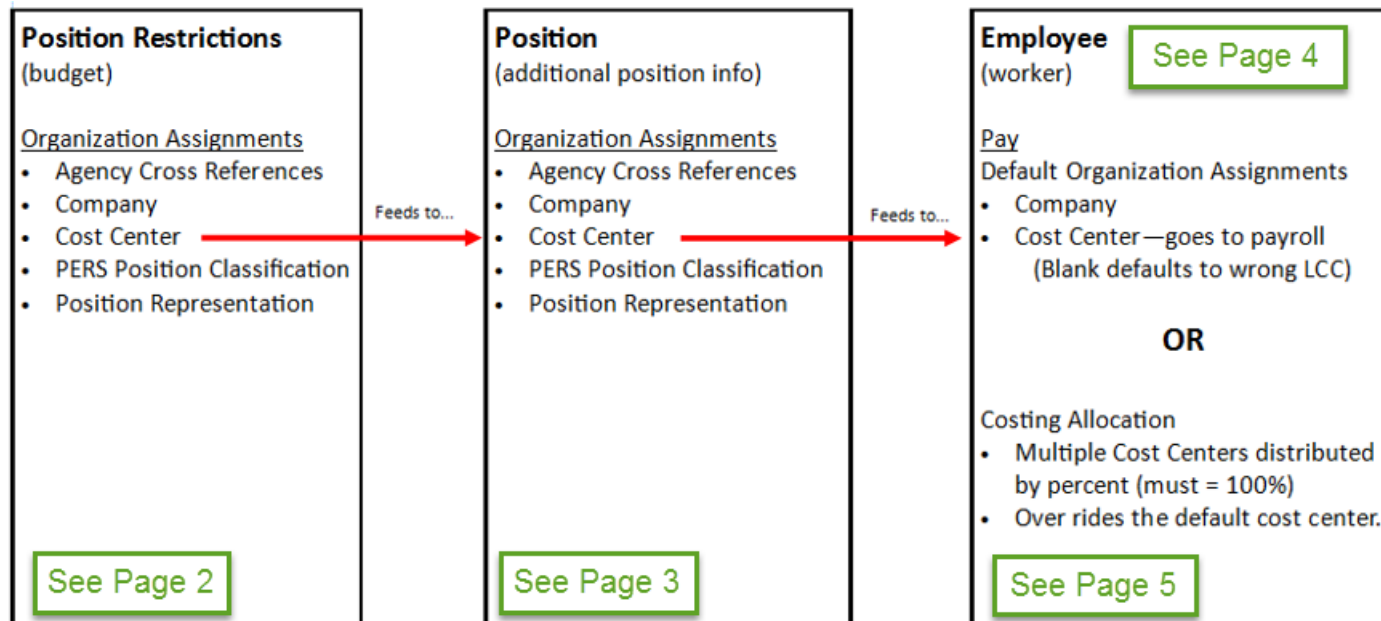


This Quick Reference Guide discusses where cost center numbers are located in Workday and how they are used.

Cost Centers in the Organization Assignments

Organization Assignments in Workday are used as a grouping resource for positions to support particular business functions like reporting.

The Cost Center is one of five key fields assigned in the Organization Assignments. The fields assigned in the Position Restrictions will feed to the Position page. The Cost Center from the Position page will feed to the worker's Default Organization Assignment in the Pay page. Positions that are paid through the Payroll system must have a cost center assigned.



Cost Center on the Position Restrictions

Below is the Position Restrictions page showing the five Organization Assignments. If changes are needed, this is the page where the changes will be made.



The screenshot shows the Workday interface for a position titled "Fiscal Analyst 2 - SR27 - Non Exempt". The page has a blue header with the title and an "Actions" button. Below the header is a navigation bar with tabs: "Position Overview", "Requisitions", "Position Budget", and "Incumbent". The "Position Overview" tab is selected. Underneath, there is a sub-navigation bar with tabs: "Position Overview", "Hiring Restrictions", "Job Description", "Default Compensation", "Qualifications", and "Business". The "Position Overview" sub-tab is selected. The main content area displays the following information:

- Supervisory Organization: [HSD Budget - OHA](#)
- Organization Assignments:
 - Agency Cross References: [44300-010-40-05-00000 COO](#)
 - Company: [Oregon Health Authority](#)
 - Cost Center: [194615045211](#)** (highlighted with a red box)
 - PERS Position Classification: [General Service Qualifying Position](#)
 - Position Representation: [Service Employees International Union \(SEIU\) Strikeable - Human Services Coalition](#)

Refer to the following job aid instructions on how to maintain these fields.

[Organizational Assignments and Default Cost Center on a Position](#)

Cost Center on the Position

Below is the view of the Position page showing the five Organization Assignments.

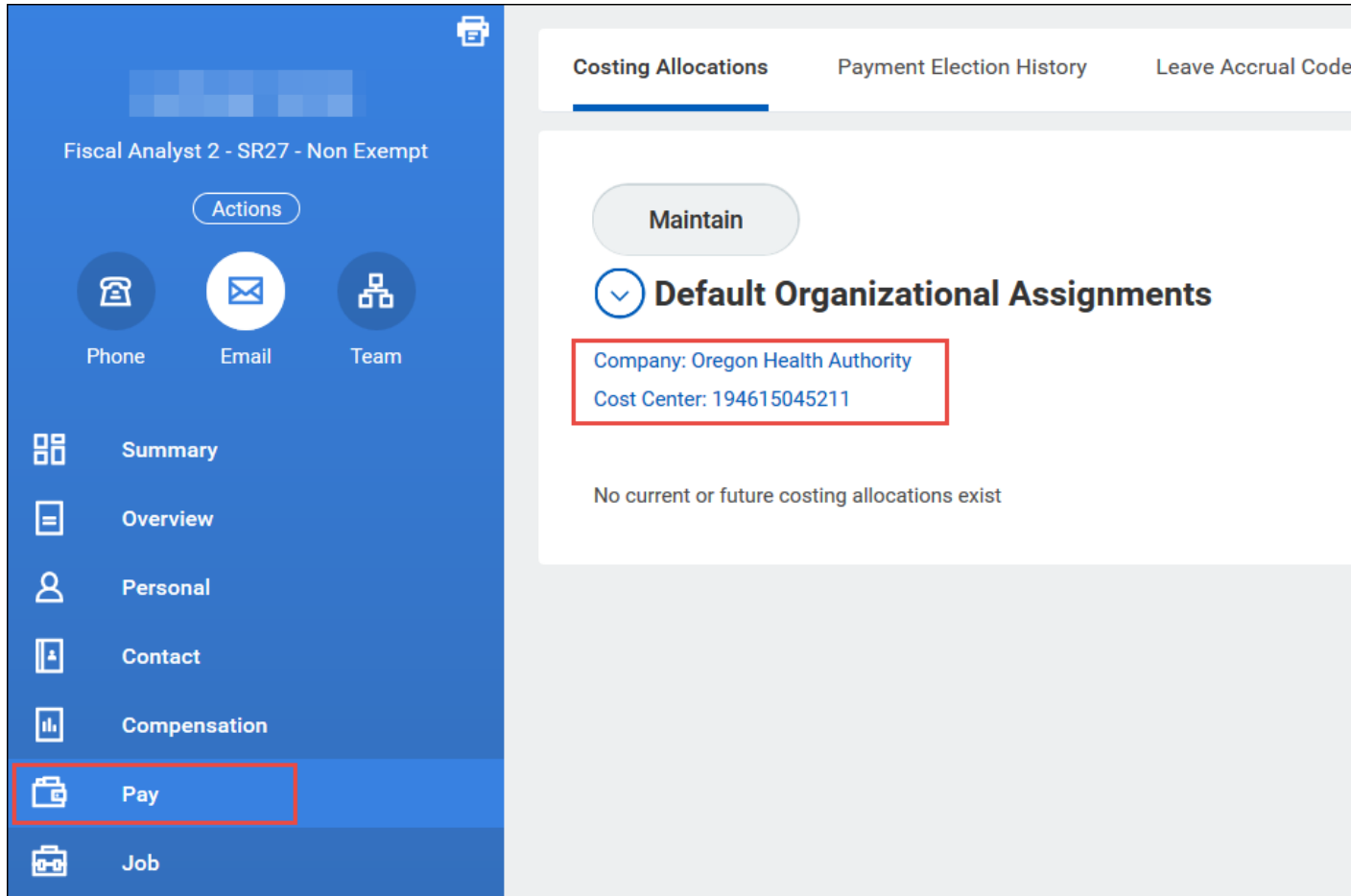
Position

Fiscal Analyst 2 - SR27 - Non Exempt - [redacted] Actions

Supervisory Organization	HSD Budget - OHA
Position Restrictions	Fiscal Analyst 2 - SR27 - Non Exempt - [redacted]
Organization Assignments	Agency Cross References: 44300-010-40-05-00000 COO Company: Oregon Health Authority Cost Center: 194615045211 PERS Position Classification: General Service Qualifying Position Position Representation: Service Employees International Union (SEIU) Strikeable - Human Services Coalition
Worker	[redacted]

Cost Center on the Worker

On the worker profile page, on the Pay tab, the default Cost Center on the worker reflects the Organization Assignments on the Position page. This is the cost center that will go to Payroll if no other costing allocations have been assigned.



The screenshot displays the Workday interface for a worker profile. On the left is a blue navigation sidebar with a 'Pay' tab highlighted in red. The main content area shows the 'Costing Allocations' tab selected, with a 'Maintain' button and a section for 'Default Organizational Assignments'. This section contains two lines of text: 'Company: Oregon Health Authority' and 'Cost Center: 194615045211', both enclosed in a red rectangular box. Below this, a message states 'No current or future costing allocations exist'.

Costing Allocation on the Worker

Additional cost centers can be added to a worker as a Costing Allocation.

The Cost Center from the Organization Assignments will still show as the default, but the Costing Allocation will override the default when it is assigned.

Organization Assignments Agency Cross References: 10000-060-07-03-00000 Vocational Rehabilitation Svcs Pgm Delivery
 Company: Department of Human Services
Cost Center: 191760418070
 PERS Position Classification: General Service Qualifying Position
 Position Representation: Management Service - Supervisory

Default Organizational Assignments
 Company: Department of Human Services
 Cost Center: 191760418070

Current and Future Costing Allocations 3 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing Company	Costing (As of Start Date)	Distribution Percent
02/01/2017		Position Restrictions	Principal Executive/Manager E -	Department of Human Services	Cost Center: 191760418056	40.00%
				Department of Human Services	Cost Center: 191760418070	40.00%
				Department of Human Services	Cost Center: 191760418058	20.00%

Refer to the following job aid instructions on how to add or change the costing allocation on a worker:

[Cost Allocation on Worker](#)

Other Issues to Note

Cost Center or Costing Allocation Changes – Be careful when back dating cost center or costing allocation changes. Check the Business Process History on the position to ensure any changes you need to make will not interfere with prior actions or actions that are still in progress.