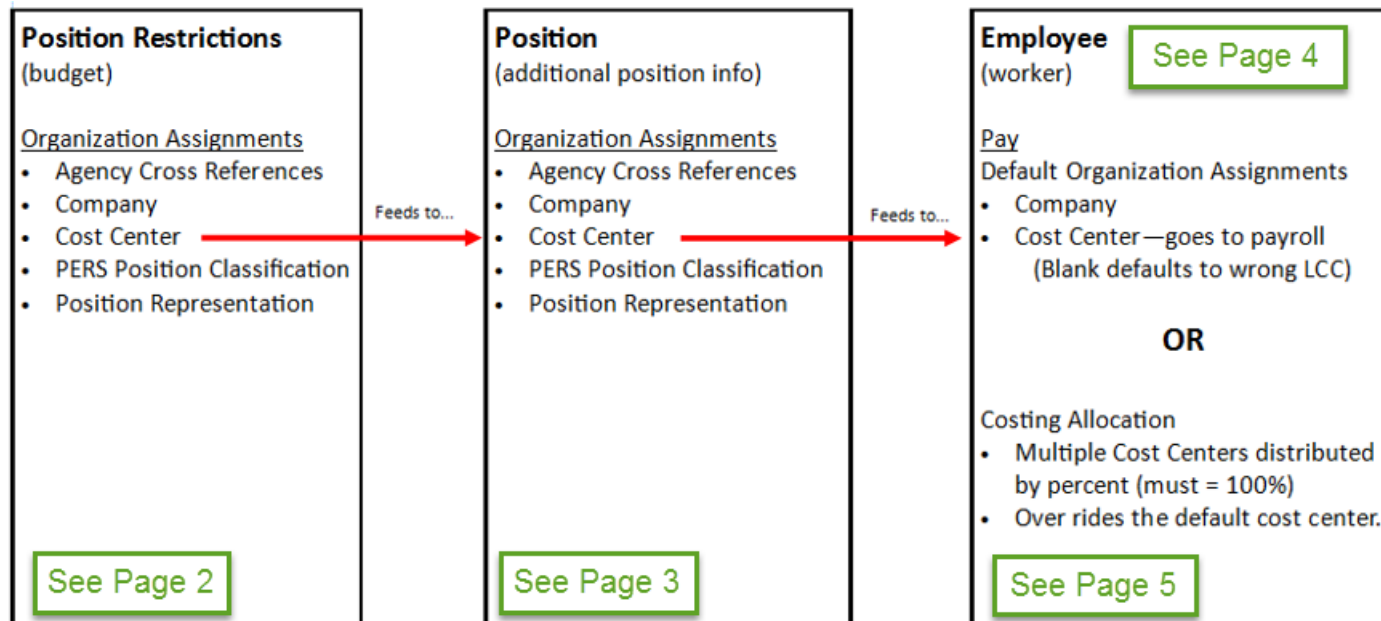**This Quick Reference Guide discusses where cost center numbers are located in Workday and how they are used.**

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.

Position Restrictions
(budget)

Organization Assignments
- Agency Cross References
- Company
- Cost Center
- PERS Position Classification
- Position Representation

See Page 2

Feeds to… →

Position
(additional position info)

Organization Assignments
- Agency Cross References
- Company
- Cost Center
- PERS Position Classification
- Position Representation

See Page 3

Feeds to… →

Employee
(worker)

See Page 4

Pay
Default Organization Assignments
- Company
- Cost Center—goes to payroll
  (Blank defaults to wrong LCC)

OR

Costing Allocation
- Multiple Cost Centers distributed by percent (must = 100%)
- Over rides the default cost center.

See Page 5

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
For system issues, please contact Workday.help@oregon.gov

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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.

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

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

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
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Cost Center on the Position

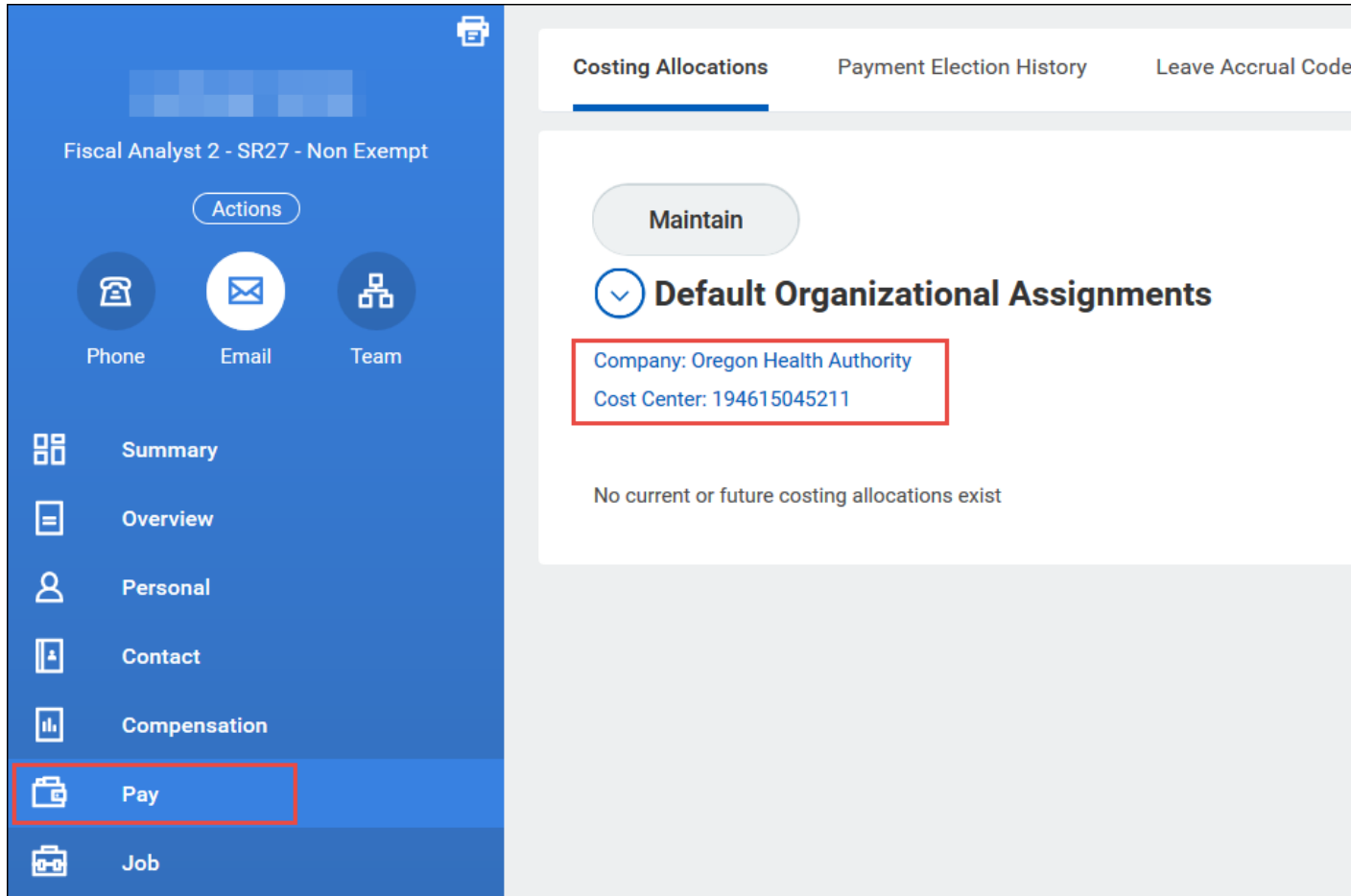Below is the view of the Position page showing the five Organization Assignments.

Position
Fiscal Analyst 2 - SR27 - Non Exempt - ▓▓▓▓▓▓▓ (Actions)

Supervisory Organization	HSD Budget - OHA
Position Restrictions	Fiscal Analyst 2 - SR27 - Non Exempt - ▓▓▓
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	▓▓▓▓

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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.

Additional Information: For more in-depth training, with step by step instructions and videos, visit iLearn Oregon.
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WORKDAY

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.

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.

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