

## Organizational Assignments and Default Cost Center on a Position

This job aid provides step by step instructions on how to update the Organizational Assignments on a position, including the default Cost Center. This task can be completed as a stand-alone process by a Position Analyst, Position Manager and Compensation Partner. Other HR roles will be able to update these assignments as part of another business process (e.g. hiring).

Step 1: On the *Home* page, enter the *Position ID* number in the search field to navigate to the *Position Restrictions* page (not the person) (1). You may need to click on *All of Workday* in the *Categories* section for the position to display in the *Search Results* (2). Click on the position in the *Search Results* (3).

This action can be taken on a filled or unfilled a position.



Search by employee name (1), navigate to the Position (2), then the Position Restrictions page to make changes on filled positions (3). Caution: Some employees have more than one position.

Step 2: Below is the Position Restrictions page showing the four Organization Assignments: Company, Cost Center, PERS Position Classification and Position Representation. If changes are needed, this is the page where the changes will be made. Click on *related actions* icon (1), hover over **Organization** (2), and click on **Change Organization Assignments** (3).

Step 3: In the *Start* section, click on the pencil icon to add the **Effective Date**.

**Note:** Setting the **Effective Date** will prevent some transactions from crossing the effective date without rescinding this action. Please consult with your HR and Payroll Partners before setting this date.

	To view a worker’s history, follow the job aid <a href="#">Worker history by category</a> .
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	All four fields under Organizations are required to have information or you won’t be able to submit this action. If needed, contact an HR Partner or Position Analyst to verify the information for each field is correct.
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Step 4: Click on the pencil icon in each field to edit. Click the check mark icon to save the change.

### Organizations

**Company**

Company \*  
Department of Fish and Wildlife ✎

**Cost Center**

Cost Center \*  
4503104410 ✎

**Other**

Position Representation ✎

Service Employees International Union (SEIU) Strikeable - Oregon Department of Transportation Coalition

PERS Position Classification ✎

General Service Qualifying Position

The default Cost Center on the Organization Assignment on the Position Restrictions is what will go to Payroll if no other costing allocations have been assigned. To change the Default Cost Center, click on the pencil icon next to the Cost Center field. Type in the new Cost Center number (1) or select it from the menu. Click the check mark to save (2).

**Cost Center**

Organizations >

Active Organizations by Hierarchy >

4503104460 1 ☰

✕ 4503104410 ...

2  
↩ ✓



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. See the job aid [Cost Allocation on Worker](#) on how to add or change allocations.

Step 5: Include any important notes in the *Comment* field and click **Submit**.

enter your comment

Submit
Save for Later
Close