


Carbondale Campus End User Business Processes PROCESS – Costing Change Process

Process: Follow this process to change:

- the accounts from which a faculty, administrative/professional or civil service staff member, or graduate assistant is paid and/or
- the proportion of payments to be applied to the accounts from which a faculty, administrative/professional or civil service staff member, or

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Department	1. Determines the need to change the accounts from which an employee is paid and/or the proportion paid from one or more accounts. Completes Assignment Costing form . Prepares Funds Allocation Request , if additional funds are needed. Makes one copy of the form(s) for departmental records. Forwards original(s) for approval.
Administrative Channels	2. Approves form(s). Each office should retain a copy of the <i>Funds Allocation Request</i> form for its records. The last approver submits the original form(s) to Human Resources.
Human Resources	3. Enters information in HRMS. Makes and distributes copies of the <i>Assignment Costing</i> form to: <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Employee file (original)
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing an *Assignment Costing* form for either of the purposes stated above.

An *Assignment Costing* form may also be submitted in conjunction with the following processes:

- *Civil Service Hiring Process* (required)
- *Civil Service Change of Assignment Process* (depends on the nature of the change)
- *Faculty or Administrative/Professional Staff Appointment Process* (required)
- *Faculty or Administrative/Professional Staff Change of Assignment Process* (depends on the nature of the change)
- *Graduate Assistant Appointment Process* (required)
- *Graduate Assistant Change of Assignment Process* (depends on the nature of the change)

A list of the documentation required to process a costing change for either of the purposes stated above follows.

Costing Change Process

Click Below to Link to Forms

Source

Assignment Costing Form

<http://eforms.siu.edu/siuforms/info/hro1001.html>

Funds Allocation Request¹

<http://eforms.siu.edu/siuforms/info/hro1006.html>

- ¹ If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.