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:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>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.</td>
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<tr>
<td>Administrative Channels</td>
<td>2. Approves form(s). Each office should retain a copy of the Funds Allocation Request form for its records. The last approver submits the original form(s) to Human Resources.</td>
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<tr>
<td>Human Resources</td>
<td>3. Enters information in HRMS. Makes and distributes copies of the Assignment Costing form to:</td>
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<td></td>
<td>- Payroll, for verification purposes</td>
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<td></td>
<td>- Employee file (original)</td>
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<tr>
<td>End of Process</td>
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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.
Click Below to Link to Forms

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.