

Carbondale Campus End User Instructions FORM – Assignment Costing

Use: To specify or change the accounts from which an position is funded or to create or delete overtime lines. Human Resources will utilize this form to create or modify the costing for an assignment in the Human Resource Management System (HRMS). If an individual is assigned to more than one position, an Assignment Costing form is required for each position.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/hro1001.html>

Instructions: Complete the form using the following instructions. Complete the first line of the form and the appropriate box (*Create/Change Costing* or *Overtime Account*).

General Information Section:

- Name* The last, first and middle name of the faculty, staff member or graduate assistant the costing applies to.
- Employee ID* The employee or HRMS identification number of that individual.
- Department (Organization)* The name of the employing department.
- Preparer's Mailcode* The mailcode of the individual preparing the form.
- Category* Specify the category of the position:
- Faculty or administrative/professional
 - Civil service
 - Graduate assistant

Create/Change Costing Section: Complete the 'TO' section of this box to designate initial costing for an appointment. Complete both the 'FROM' and 'TO' sections of this box to change costing for an existing position.



Effective Date(s)

Beginning Date Date the costing or costing change becomes effective. (Date Format DD Mmm YYYY)

Ending Date(if applicable)
Date the costing or costing change indicated ends, if applicable. (Date Format DD Mmm YYYY)

FROM Section: The boxes following 'FROM' pertain to the current costing of an existing position.

Position ID The unique AIS HRMS identifier that is assigned to the position.

AIS Budget Description AIS budget description.

AIS Proportions Percent of the specified individual's salary currently paid from each AIS account listed. The total of account proportions must equal 100.

AIS Fund AIS fund to be charged.

AIS Unit AIS unit to be charged.

AIS Budget Purpose AIS budget purpose to be charged.

AIS Department Activity 1
Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Department Activity 2
Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Function AIS function to be charged.

AIS Natural Account AIS natural account to be charged. Choose either:
• 50000 (an account with a line item expenditure budget)
• 60000 (an account with a pooled expenditure budget)

TO Section: The boxes following 'TO' pertain to new costing. The 'TO' section should be completed to create costing for a new position or to specify new costing for an existing position.

Position ID The position's unique AIS HRMS identifier. This may be the same number as indicated in the 'FROM' section or, if the individual is going to a different position, the number may change.



AIS Budget Description AIS budget description.

AIS Proportions Percent of the specified individual's salary to be paid from each AIS account listed. The total of account proportions must equal 100.

AIS Fund AIS fund to be charged.

AIS Unit AIS unit to be charged.

AIS Budget Purpose AIS budget purpose to be charged.

AIS Department Activity 1 Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Department Activity 2 Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Function AIS function to be charged.

AIS Natural Account AIS natural account to be charged. Choose either:

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

Overtime Account Section: This section should be completed to add an employee to an overtime account or remove an employee from an overtime account. Both transactions may be accomplished on the same form, if the ending date is known at the time the form is submitted.

Add to Overtime Account This checkbox should be marked to allow overtime to be paid to the employee from the specified account.

Effective Date Date the position is added to the account for overtime purposes. (Date Format DD Mmm YYYY)

Remove from Overtime Account This checkbox should be marked to remove an employee from an account for the purpose of overtime.

Effective Date Date the position is to be removed from the overtime account, if applicable. (Date Format DD Mmm YYYY)

AIS Budget Description AIS budget description of the account the overtime is to be paid from.



- AIS Fund* AIS fund to be charged.
- AIS Unit* AIS unit to be charged.
- AIS Budget Purpose* AIS budget purpose to be charged.
- AIS Department Activity 1*
Optional, the AIS department activity 1 to be charged.
- AIS Department Activity 2*
Optional, the AIS department activity 2 to be charged.
- AIS Function* AIS function to be charged.
- AIS Natural Account* AIS natural account to be charged. Choose either:
 - 50000 (an account with a line item expenditure budget)
 - 60000 (an account with a pooled expenditure budget)

Administrative Approvals Section:

- Chair/Fiscal Officer* Signature of Chair/Fiscal Officer and date signed.
- Dean/Director* *Signature of Dean/Director and date signed.*
- Vice Chancellor/Provost*
Signature of Vice Chancellor/Provost and date signed.
- Other Administrative Approvals*
Signature of any other administrators whose approval is required and date signed.
- Chancellor* *Signature of Chancellor and date signed.*
- President* *Signature of President and date signed.*

Special Notes:

If an individual is assigned to more than one position, separate Assignment Costing forms would be completed for each position.

An *Assignment Costing* form must always be completed for the following transactions:

- Notice of Civil Service Appointment
- Notice of Faculty or Administrative/Professional Staff Appointment
- Notice of Graduate Assistant Appointment
- Notice of Extra Help Civil Service Appointment



An *Assignment Costing* form may also be required for the following transactions:

- Change of Assignment, Title or Conditions of Assignment for Faculty or Administrative/Professional Staff
- Change of Assignment, Title or Conditions of Assignment for Civil Service Staff
- Change of Assignment, Title or Conditions of Assignment for Graduate Assistants.

Any change of assignment, title or conditions of assignment involving a change in costing requires an *Assignment Costing* form. If the only condition of assignment that is changing is the costing, the *Assignment Costing* form is the only form required to implement change.

The costing for a position may be distributed among a number of different accounts. If the number of accounts the individual is to be paid from exceeds three, attach an additional form. The total of the proportions specified for the accounts listed must equal 100. Proportions should not be confused with FTE. Even for positions with an FTE of less than 1.00, the total of the proportions must equal 100.

Fund, unit, budget purpose, department activity 1, department activity 2, function and natural account are all segments of the AIS accounting flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are optional. If no value is provided, the default value of '00000' will be assigned. The values for the object, SOF (source of funds), institutional activity, FFY (funding fiscal year) and future use will either be assigned by Human Resources or Payroll or generated during the payroll processes.

The hiring unit should maintain a copy of the completed *Assignment Costing* form.

Routing:

Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.