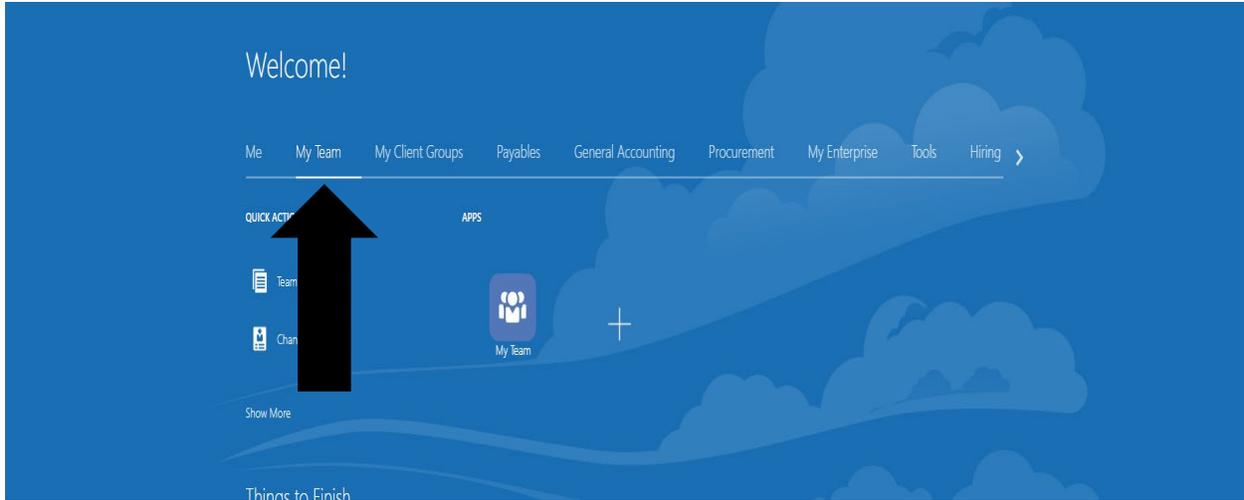
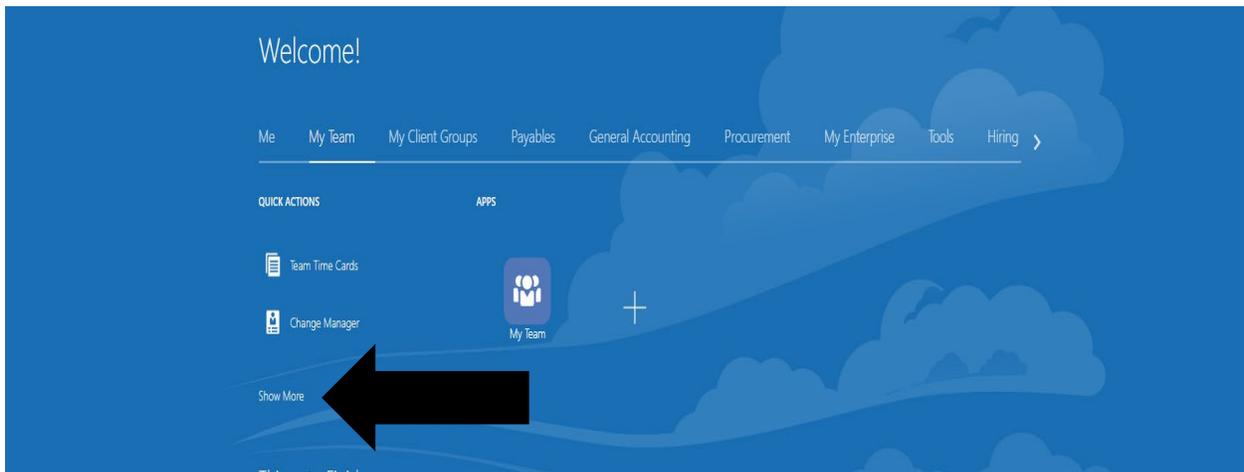


Oracle/Making Costing Changes

On the following page click on My Team on upper left-hand side as shown.



Then click on Show More



Scroll down until you see Costing for Persons and click on that.



You'll be brought to a list of people and you can click on that person you would like to change the costing for.

EN	Senior Cook, Dining Services	oracle.com
FO	Assistant Supervisor, Dining Services	d.oracle.com

You should now be directed to the following screen

Person Costing

EN

*View costing as of All dates 02-27-2024

*Assignment
Payroll Relationship
Costing Level Employment level

Payroll Relationship Level + Add ^

There's nothing here so far.

Assignment Level + Add ^

There's nothing here so far.

You can make costing adjustments by clicking on the +Add button under **Assignment Level only**. See below and click on +Add again. **Do not add or change anything found under Payroll Relationship Level.**

You'll then enter the Cost Accounts tab where you can adjust your percentage (**which should always be 100**), and provide the rest of the information **EXCEPT Natural Account, please leave Natural Account blank** . And then click OK and submit.

Payroll Relationship Start Date 02-27-2024

Cost Accounts

Percentage

Fund

Program

Cost Center

Activity

Natural Account

Restriction

Legal Entity

Future Use

OK Cancel

After you select Submit, you'll have a page appear similar to what is shown below

*View costing as of 02-28-2024

*Assignment

Payroll Relationship 3153432

Costing Level

Payroll Relationship Level

[+ Add](#) ^



There's nothing here so far.

Assignment Level

^

02-28-2024



100 %

fund - B2 | program - 20 | costCenter - 9210 | activity - 00502 | restriction - 11105 | legalEntity - 1 | futureUse - 0000

[Show Prior Records](#)