UNIVERSITY OF
Southampton

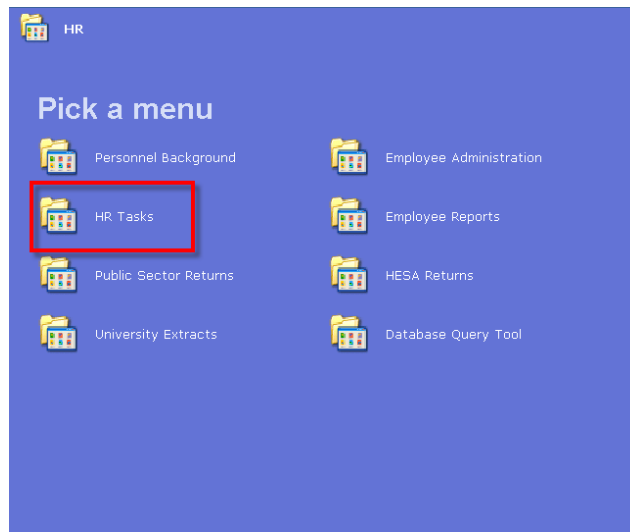**This work instruction was last updated: 11th March 2010**

Changing a Cost Centre Number at Post Holding.

This Work Instruction describes how to change a Cost Centre number at post Holding level.
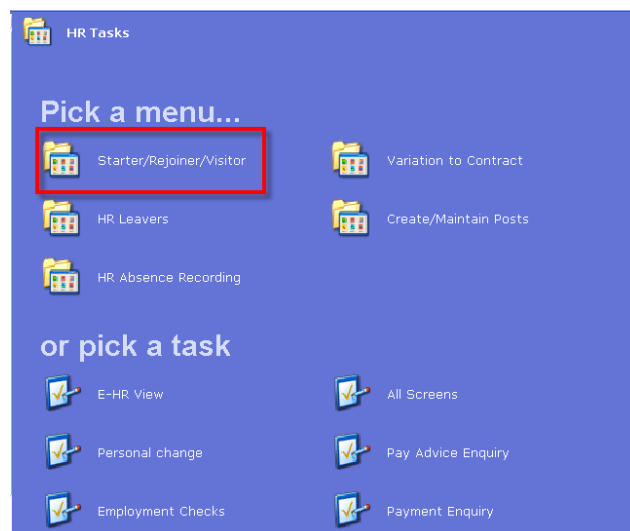
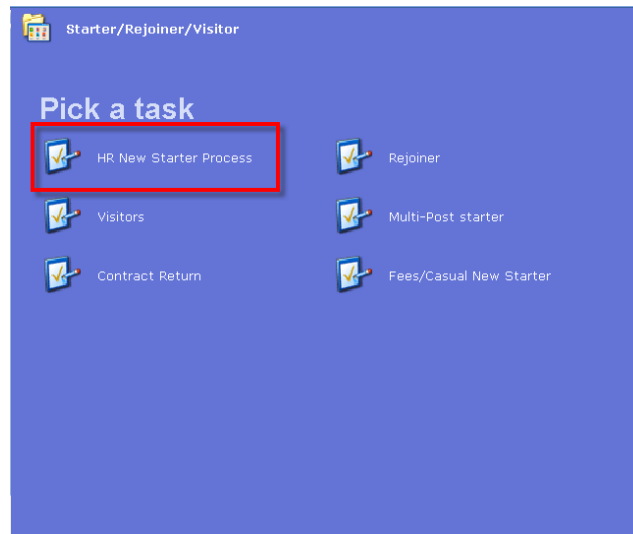|	
1	Changing the Post Holding Costing
2	Post Holding Costing data entry screen

1 Changing the Post Holding Costing

ResourceLink HR Home Page > HR Tasks

HR Tasks > Starter/Rejoiner/Visitor

Starter/Rejoiner/Visitor > HR New Starter Process

1.1 The Employee Selection Screen will be displayed unless you already have an employee selected from your **Employee Work List**.

1.2 Enter the Surname or employee number of the employee who you wish to amend the cost centre for.

1.3 Press Enter, you will move into the employee **Personal Details** screen.

1.4 Click on **Screens Icon**

1.5 Click on **Employee Post Holding Costing**.

2 Post Holding Costing data entry screen

2.1 Window into the **Post** field.

2.2 Click on the post.

2.3 Press **Enter**.

2.4 In the **End Date** field enter the date of the day before the change to Post Holding Costing is set to take place.
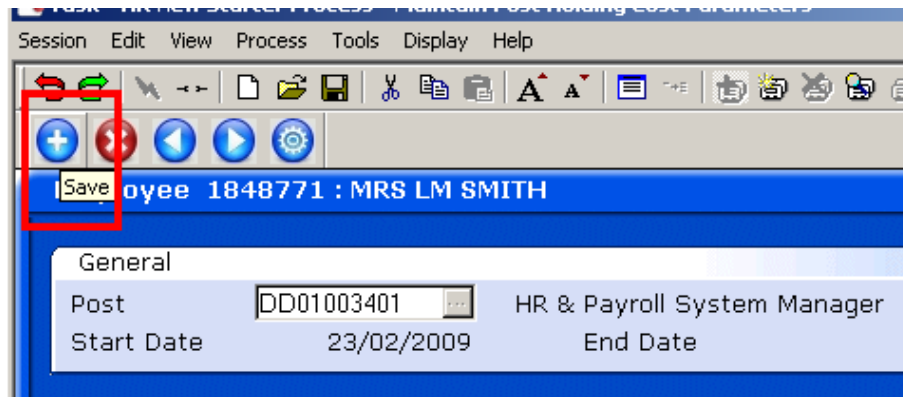
2.5 Click on **Add**

2.6 In the **Start Date** field enter the date of when the change to Post Holding Costing is set to commence.

2.7 Press **Enter**.

2.8 Leave the **End Date** field blank, **Enter** through.

2.9   Click on **Add**.

2.10   Enter the **Cost Centre** number (Sub Project Code- starts with 5) that this post is to be paid from. Press **Enter**.

2.11   In the **Ee's** field enter the percentage that this post is to be paid from this cost centre e.g. 100

2.12   In the **Er's** field enter the percentage that this post is to be paid from this cost centre e.g 100

2.13   Press **Enter**.

2.14   If the post is to be paid from more than 1 cost centre, add another row of information.

    💣 Please ensure that the Ee's Column adds up to 100%

    💣 Please ensure that the Er's Column adds up to 100%.

2.15   Click on **Exit**.

2.16   Press **Enter**.

2.17   If there are no further changes to be made to the record, click on **Save**

2.18   Click on **Exit** as there are no letters/contracts to be generated from this task.