

Change cost center

for Adjuncts, Temporary Workers and Student Workers



Who

This process is for actions on adjuncts, temporary workers and student workers to change the cost center, fund and / or activity code for budget purposes.



Reminder

Remember: if you are not going to extend worker, send an email to workday@montclair.edu with Name, CWID and from which supervisory org the worker needs to be removed



Notes

- Other changes can be made in the “Change job” action:
 - Update business title
 - Extend employment end date
 - Change compensation

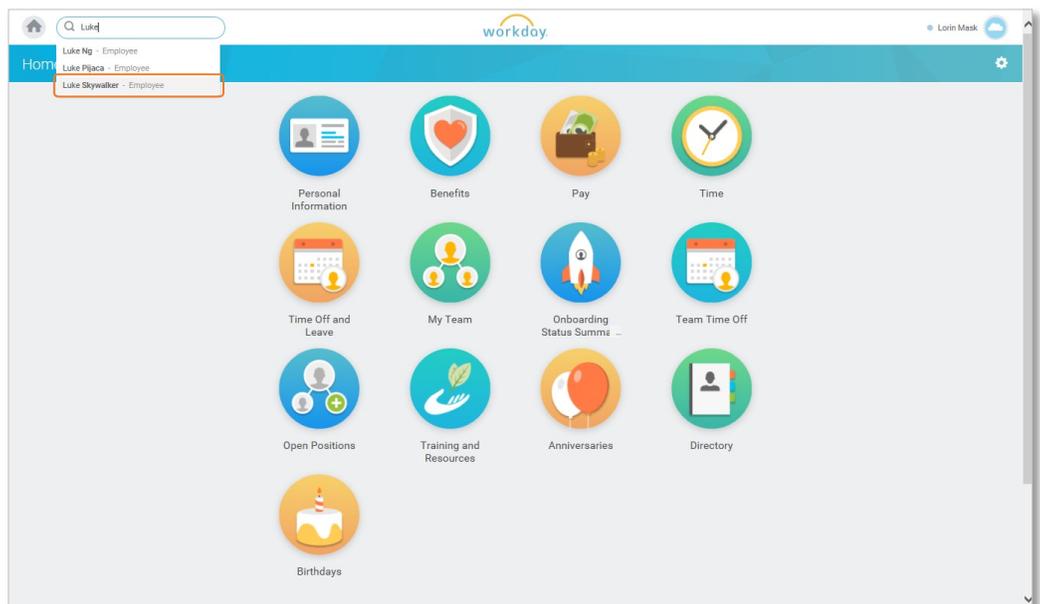
For two or more actions, at the same time, refer to the How-to guide called: “Change job compilation: Update business title, extend end date, update cost center and change compensation”



STEP 1

From the home page:

- **Enter** the worker's name in search
- **Click** on name when it appears.

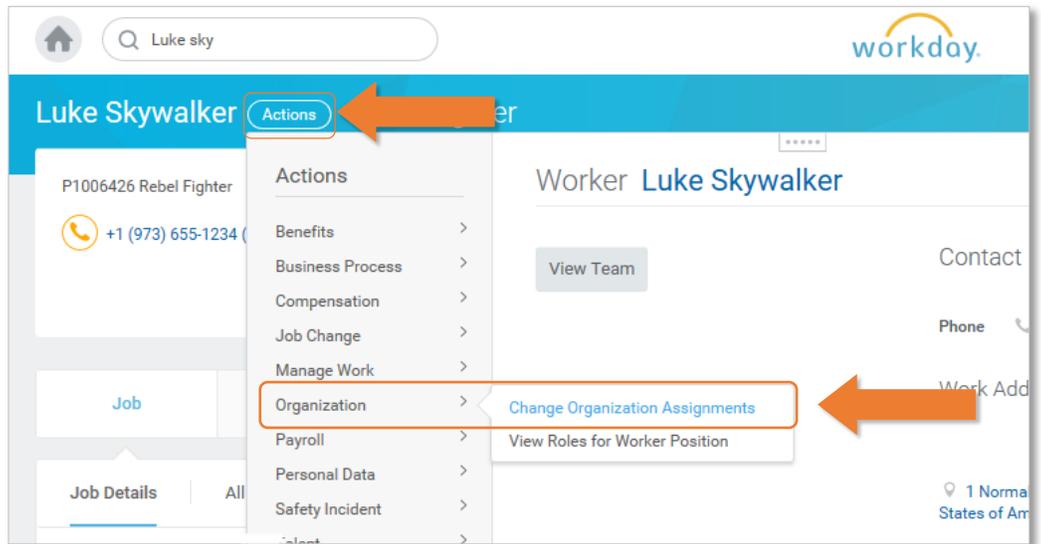




STEP 2

From the workers profile page:

- **Click** on the Actions button  next to the workers name.
- **Hover** over “Organization”
- **Click** on “Change Organization Assignments”

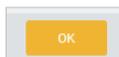
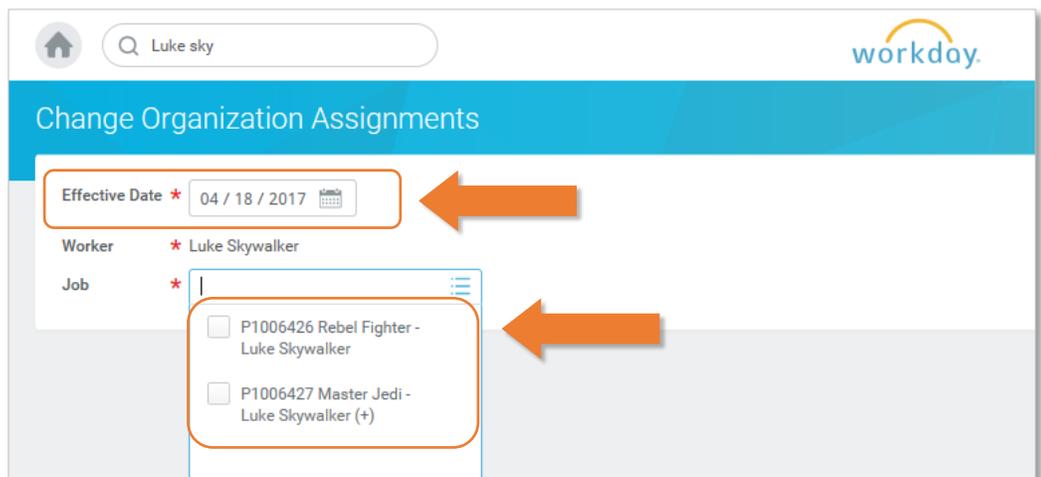


STEP 3

If employee has more than one position

- **Enter** the effective date
- **Select** the position for the job change
- **Click** “OK”

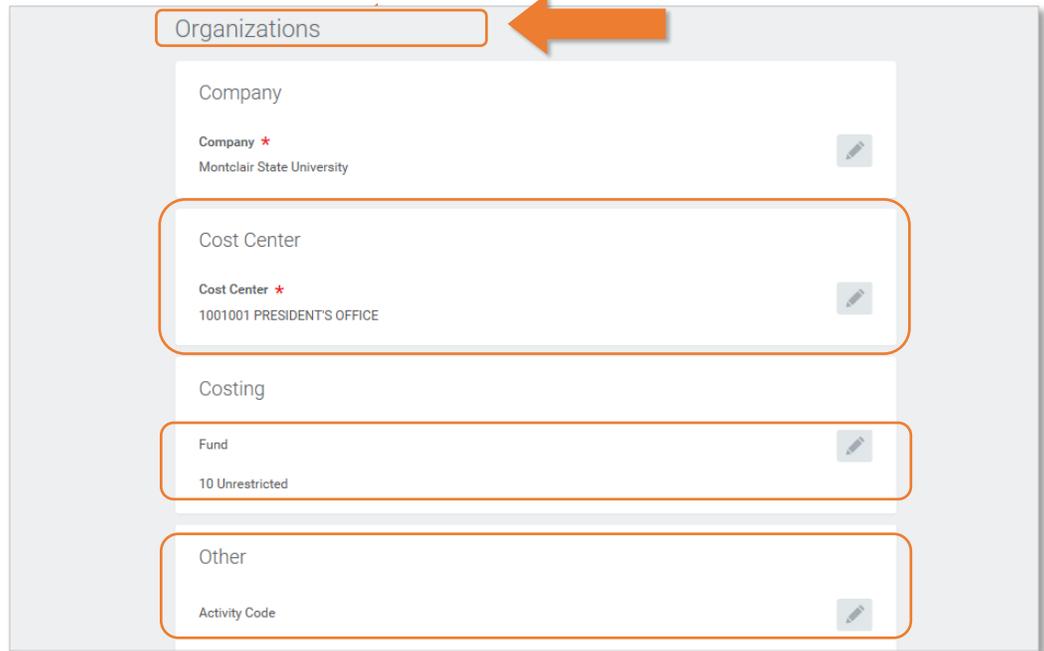
*If employee has only one position, you only need to **enter** effective date.*





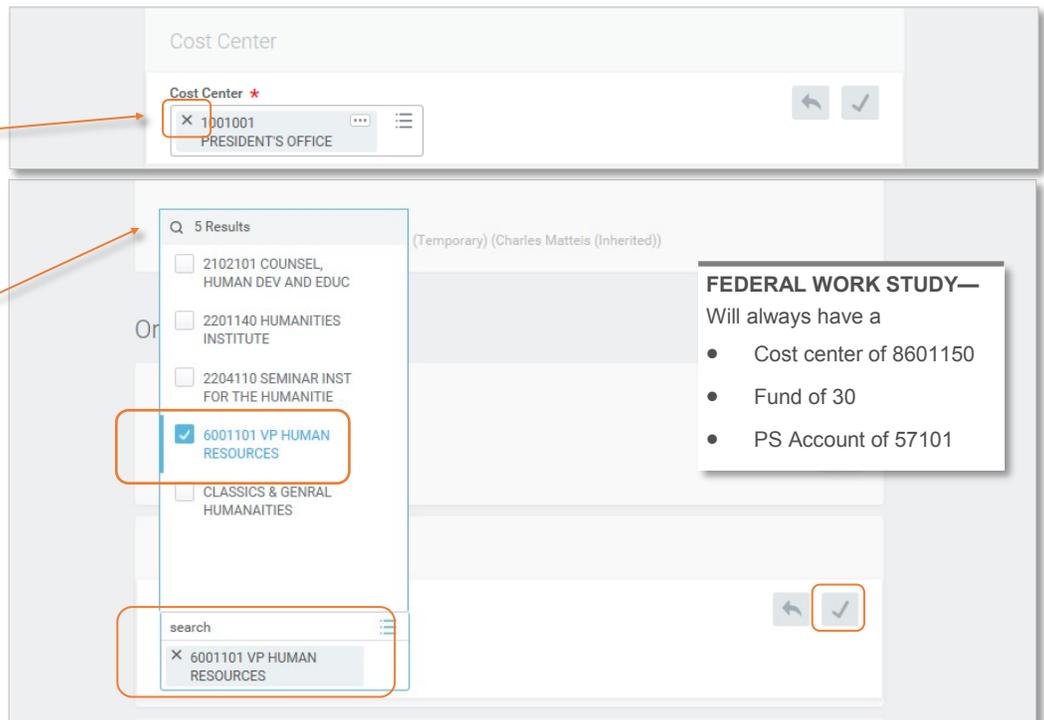
STEP 4

- Scroll down to “Organizations”
- **Click** in the white box or pencil icon to make each areas “live”
 - ◇ Cost Center
 - ◇ Fund
 - ◇ Other—Activity Code



STEP 5

- **Click** the “X” to remove the incorrect Cost Center, Fund or Activity Code
- **Type** in the new code or name. You can type the partial number or name and click “Enter” to select from a filtered list
- **Click** the “” to collapse the box and move to next change
- If no more changes are needed, **click**



Note:

- PS Accounts are assigned by worker type: Part-Time, Adjunct, Student and Graduate Student and are rarely changed. If you need to change PS Account, email workday@mail.montclair.edu
- Project codes: to change project codes follow the “Change costing allocations” guide