Change Cost Distribution

Purpose

Use this procedure to change the funding source or percentage of a funding source related to an employee's salary.

Trigger

Perform this procedure when there is a change in the funding source for an employee's salary.

Procedure

1. Enter the web address for MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal

2. Input user ID and password.

3. Click Logon button.

4. Click Manager Self-Service tab

5. Click next to the employee's name where a change in cost distribution is needed.

6. Click located below the employee's data.

7. Click at the top right corner of the screen to maximize the screen area.

8. Complete the following fields:
   - Effective Date
   - Reason
   - Percentage
   - Cost Center
   - Order
   - WBS
   - Fund
If Grant funded, enter Funding End Date mm/dd/yyyy

8. Input the reason for the PCR in the **Comments - REQUIRED** field.

9. Click **Check For Errors**.

   - The system is checking to ensure that all funding sources equal 100%, no matter the employee's employment percentage.

   - **Change Cost Distribution**

   - The system displays the message, "Success Message. Form data is consistent."

10. Click **Print**.

    - **Save a copy of the document to your desktop or print an extra copy. The system will not store a copy of the PCR until we have Workflow in place.**

11. Click **Close**.

    - **Route the printed document with any required paperwork for approval signatures. Student worker PCRs are sent directly to the HR Master Data Center. All graduate student PCRs are routed to the Graduate College. Grant funded PCRs are routed to OSP for approval. After approvals or for all other PCRs, route to Human Resources or Faculty Records for processing.**

12. You have completed this PCR.
Result

You have created a Change in Cost Distribution for an employee.