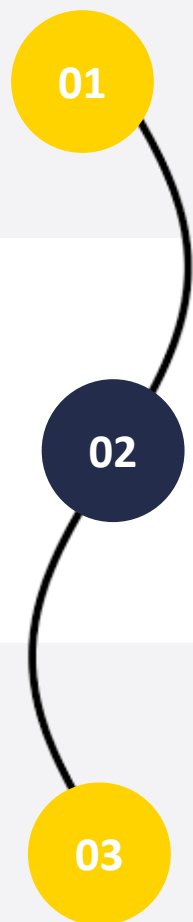




# How to request a costing allocation change?



## Initiate Service One request

The manager can initiate a costing allocation change request through Service One.

NB. The initiator can view the status of the request through the Service One portal under *My Requests*.

## Budget owner approval

The budget owner reviews and approves the costing allocation change in Service One.

NB. If the request is denied the requestor will receive an email from Service One.



## Complete costing allocation change request

Once approved, People and Culture, Payroll actions the costing allocation change in Workday and closes the Service One request.

A notification is sent to the Service One initiator to confirm the request has been finalised.



# Now your employee's costing allocation change has been applied.