Costing Allocations Process Map

- **Job Change/Costing Allocation Request**
  - Administrator/Requestor (must have Budget Authority) sends an e-mail to WST* with completed Change Request Form or spreadsheet** by the deadlines listed on the Change Request Form

- **Enter Data**
  - WST accurately enters request into Workday

- **Completion**
  - WST sends a completion confirmation e-mail to the Administrator/Requestor

- **Verify/Reconcile**
  - Once payroll is processed, Department/Unit reconciles budget

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*WST: Workday Support Team: uwbcost@uw.edu

**A standardized spreadsheet will be developed with the pilot units