Changing cost codes in iTrent

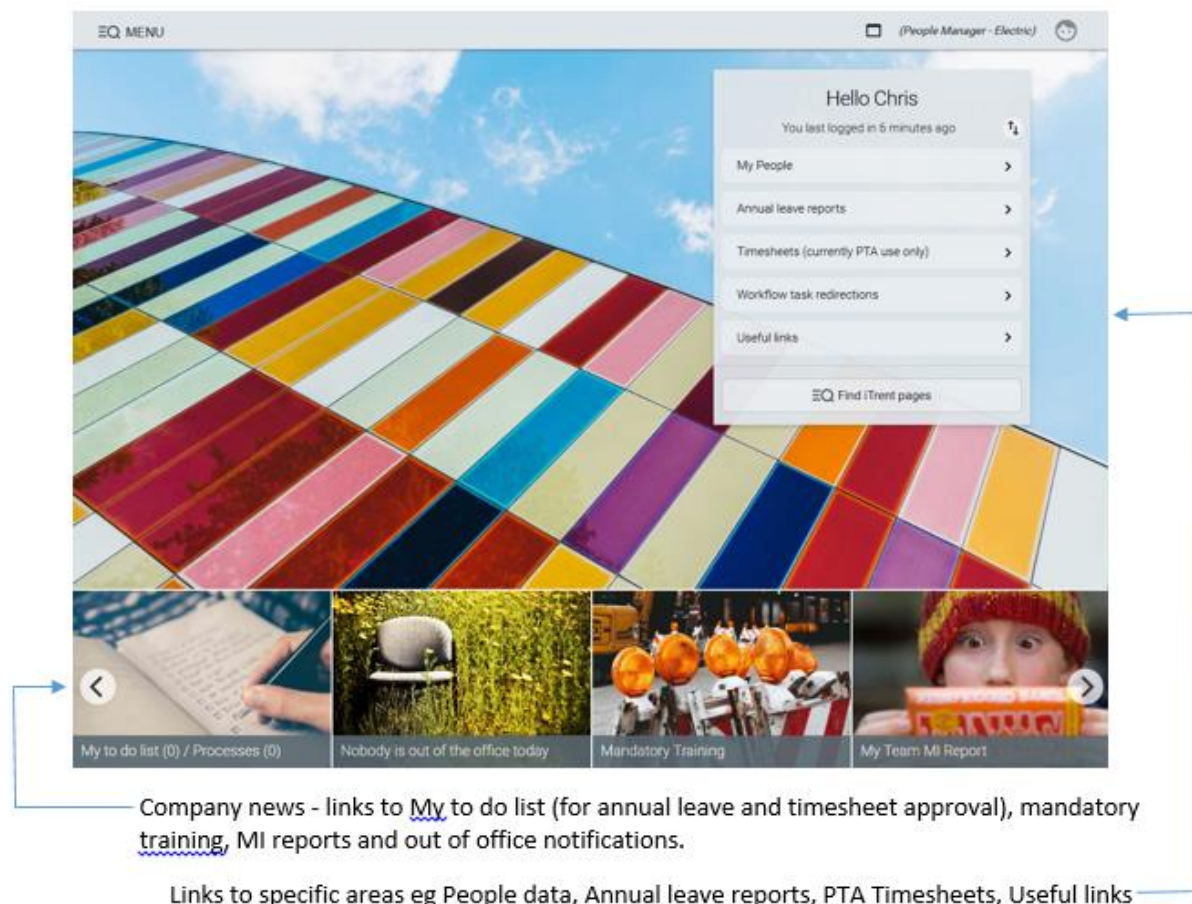This guide will show the user how to update the cost codes an individual's salary is charged to. The guide will cover:

- One to one - Replacing a single cost code with another
- One to many - Replacing one cost code with many (this could include the original code)
- Many to one (or *new* multiple codes) – Replacing many codes with a single cost code (this could include an existing code) OR *new* multiple cost codes.
- Amending the split of existing cost codes
- Updating a cost code that already has an end date against it

IT IS IMPORTANT THAT THE CORRECT STEPS ARE FOLLOWED TO ENSURE THE COSTING HISTORY IS CORRECT.

Depending on what kind of role you hold within the University will depend on who and what information you can see in iTrent. This information includes some sensitive details and it is important that you use it responsibly to ensure that the security of employees' details are maintained. More information on the conditions of use for data from iTrent is available here.

Log into Trent by clicking here (if you have more than one role select the appropriate role from the drop down). A screen similar to the following will open (the list of options will vary depending on the role):

Company news - links to My to do list (for annual leave and timesheet approval), mandatory training, MI reports and out of office notifications.

Links to specific areas eg People data, Annual leave reports, PTA Timesheets, Useful links

A guide with hints and tips for navigating around iTrent can be found here.

Effective Date

Whenever making cost code changes <u>you must ensure that the 'Effective date' is set to the relevant date</u> to view and make changes. The 'Effective date' can be found and changed in the top left-hand corner – see below, circled red:
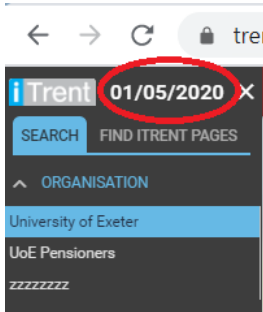

Cost code validation

Cost codes are validated against those in T1 using the integration layer to check for active codes.

Viewing Current Cost Codes

You have the option to change the cost code via the employee (ie 'People') or the post (ie 'Position') but for the purposes of this guide and images we have used the employee as the starting point. However you may prefer to search by Position in order to pick up any secondments/maternity covers etc linked to the position.

Search for the employee using their Payroll number or Surname (Surname may return several people) and highlight. Alternatively select 'Positions' from the homepage and search by Position Reference.
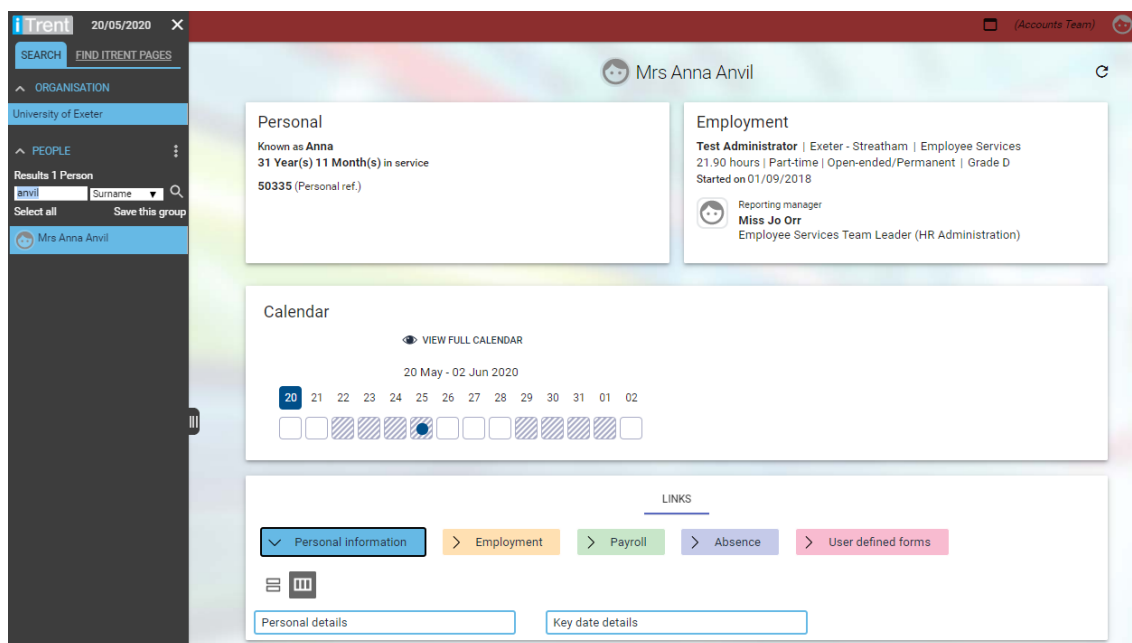
In order to view the current cost code details click on > Employment and select Structure costing (Positions)

Highlight the relevant position from the list of positions on the left.

To view other items within the 'Employment' section click on ▼ MENU in the header box.
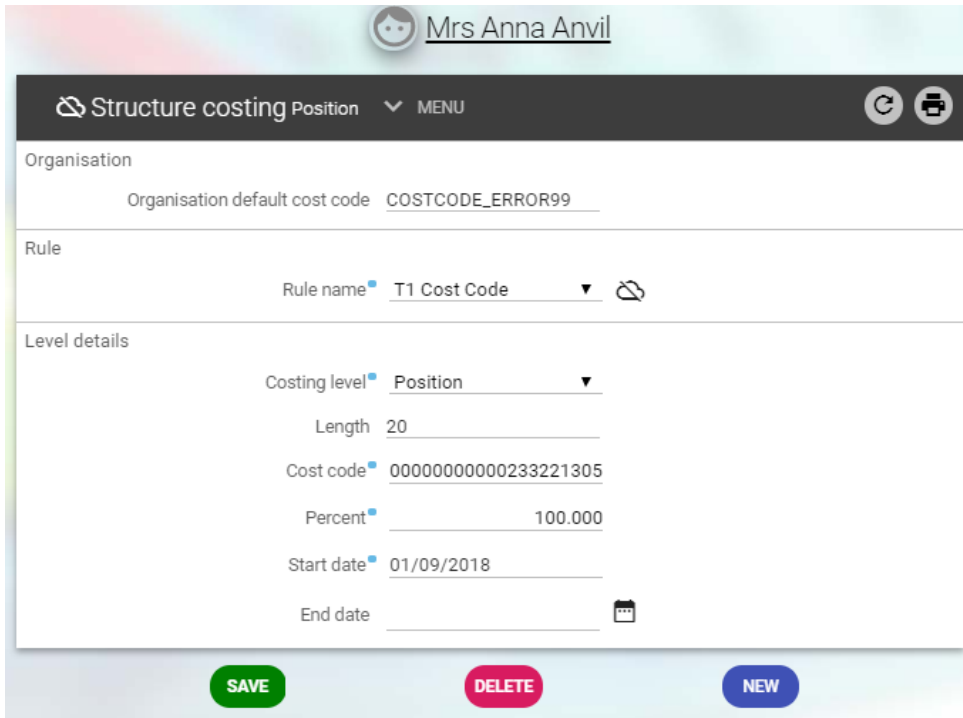
Viewing Salary Costing History

To view the history of cost code changes select ⌐History (Positions)⌐ and select 'Costing levels' from the Group list of values.

ONE to ONE
If the position has been funded by one cost code only then follow the instructions below:

1. Navigate to People [search for individual]>Employment> Structure costing (Positions) [select relevant position] **OR** Positions [search for position]> Structure costing (Positions)

2. Ensure the 'Effective date' is set to the date you want the <u>new cost code to start</u>.

3. Click on [NEW] DO NOT enter an End date against the current code.

4. Under 'Costing level' select 'Position' from the drop down.

5. Enter the new single code in the 'Cost code' field leaving the Percent at 100.

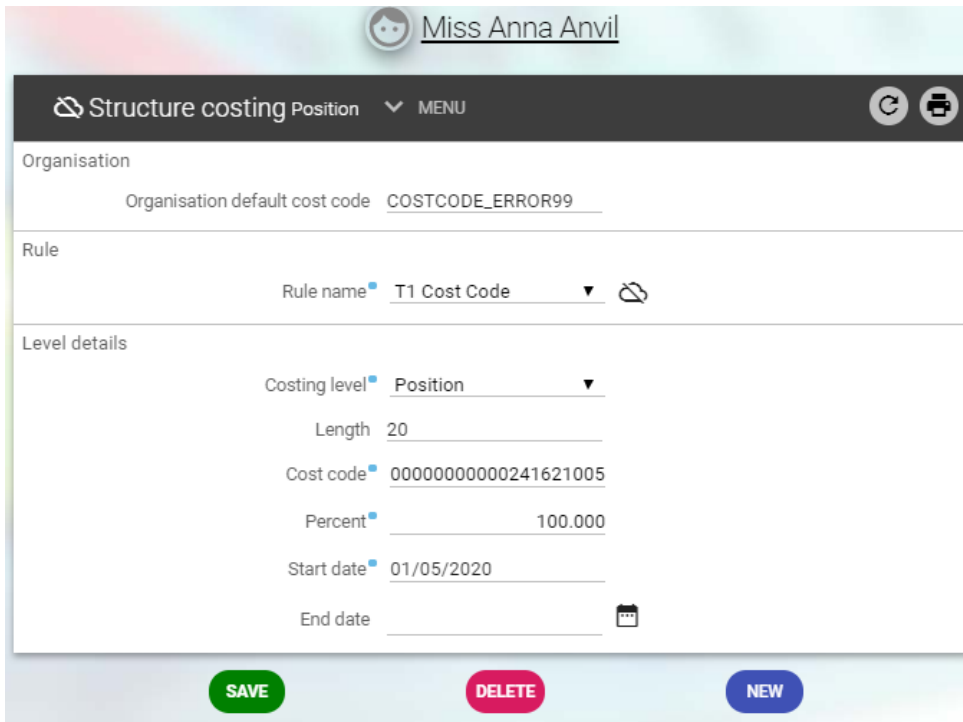6. Enter the Start date of the new cost code.

> **DO NOT ENTER AN END DATE** – even if you know that the cost code is going to be replaced or the individual is going to leave the position or University.

7. Click on [SAVE]

8. Click on [∨ MENU] and select [HESA details] to check whether the 'Principal source of basic salary' field needs updating.

ONE to MANY

If the current single cost code needs to either be split with another cost code or replaced by two+ new codes follow the instructions below:

1. Navigate to People [search for individual]>Employment> Structure costing (Positions) [select relevant position] **OR** Positions [search for position]> Structure costing (Positions)

IMPORTANT NOTE – Even if the existing code is going to be included in the split you will need to replace it with the *new* code initially. Do not just click on 'Split costing (Positions)' as it will amend the percentages historically and therefore incorrectly.

2. Ensure the 'Effective date' is set to the date you want the new cost code to start.

3. DO NOT enter an End date against the current code. Click on **NEW**

4. Under 'Costing level' select 'Position' from the drop down.

5. Enter the *new* code in the 'Cost code' field leaving the Percent at 100 (this will be changed later in the process).

6. Enter the Start date of the new cost code.

   DO NOT ENTER AN END DATE – even if you know that the cost code is going to be replaced or the individual is going to leave the position or University.

7. Click on **SAVE**

8. Click on **∨ MENU** and select **Split costing (Positions)**

Structure costing New ∨ MENU

Organisation

Organisation default cost code   COSTCODE_ERROR99

Rule

Rule name•   T1 Cost Code ▼

Level details

Costing level•   Position ▼

Length

Cost code•   00000000000241621005

Percent•   25

Start date•   10/05/2020 📅

End date   📅

> Enter the Cost code and percent. The Start date must match the first code you entered for the split.

Split records

Cost code	Percent	Value	Delete
00000000000174921005	75.000		☐

SAVE

> Amend the 'Percent' for the original code you entered. When clicking on **SAVE** the total percentage must total 100.

9. Enter the second (or original) code in the 'Cost code' field and enter the correct percentage.

> Leave the Start date unchanged. It must match the date of the first code you entered for the split. **DO NOT ENTER AN END DATE** – even if you know that the cost code is going to be replaced or the individual is going to leave the position or University.

10. Amend the 'Percent' in the 'Split records' section of the first code you entered so that the codes total 100%.

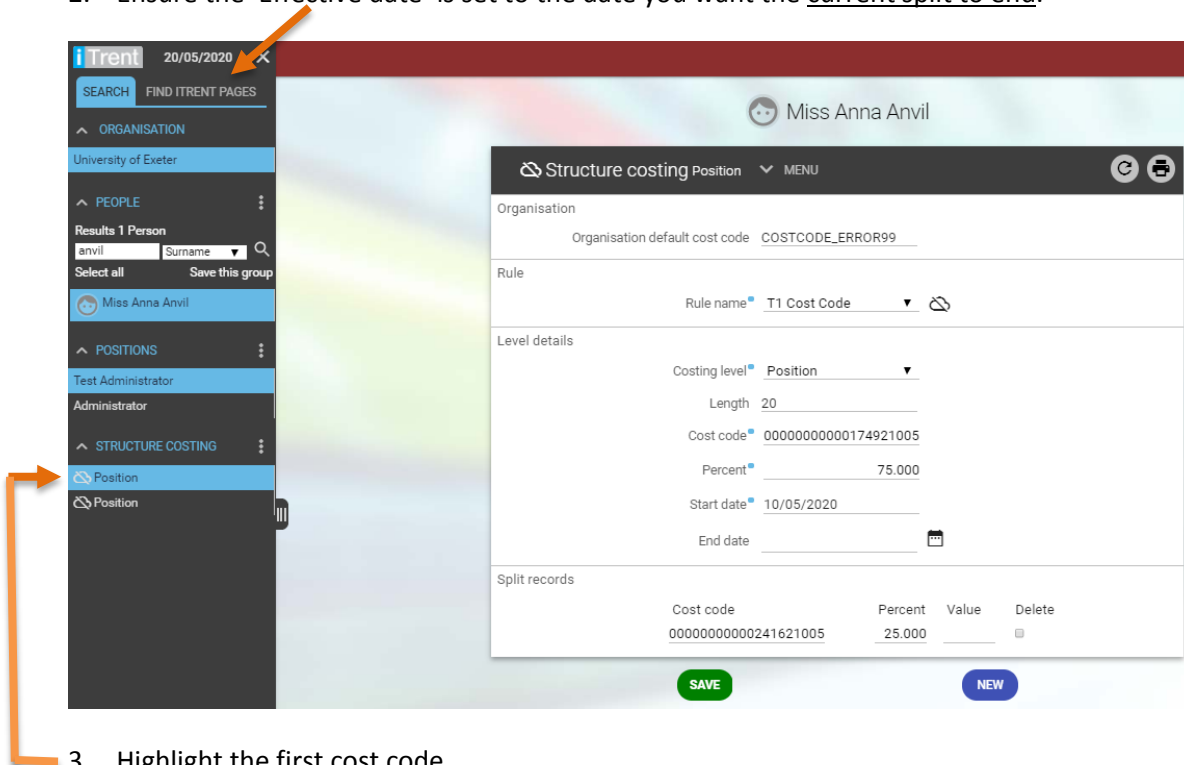11. Click on **SAVE**

> Once you've saved you will then be given the option to enter a third cost code if necessary. You should ensure that the start date is the same throughout and the percentages are amended to ensure that it totals 100% each time you click save.

12. Click on **∨ MENU** and select **HESA details** to check whether the 'Principal source of basic salary' field needs updating.

MANY to ONE (or *NEW* MULTIPLE CODES)

Where the position is currently funded by multiple cost codes but needs to be either changed to a single code (which could be one of the existing codes) OR *new* multiple codes.

1. Navigate to People [search for individual]>Employment> Structure costing (Positions) [select relevant position] **OR** Positions [search for position]> Structure costing (Positions)

2. Ensure the 'Effective date' is set to the date you want the <u>current split to end</u>.

3. Highlight the first cost code.

4. In the 'End date' field enter the date you need the split to end (the same date as the 'effective date' you've entered).

5. Click on **SAVE**

> **IMPORTANT NOTE** – Even if one of the cost codes is going to continue at 100% you must still end it and re-enter it by at step 7 to ensure that the historic details are held, ie DO NOT just amend the percentage.

6. Repeat on the remaining cost code(s).

7. Click on **NEW** and enter the details of the cost code with the new 'Start date', at 100%.

> **IMPORTANT NOTE** – For any codes that are continuing ensure that you enter them in a different order to the original split. For example if the code appeared first on the list before, enter it as the second code this time or if it appeared as the second code, enter it as the first one this time. This stops the code from picking up the original start date and split.

8. Click on **SAVE**. If you are replacing multiple cost codes with one code then jump to step 13.

9. If it is going to be split over more than one cost code click on **∨ MENU** and select

   Split costing (Positions)

The screenshot shows a "Structure costing New" interface with the following fields:

Organisation
- Organisation default cost code: COSTCODE_ERROR99

Rule
- Rule name: T1 Cost Code

Level details
- Costing level: Position
- Length:
- Cost code: 00000000000241621005
- Percent: 25
- Start date: 10/05/2020
- End date:

Callout: Enter the Cost code and percent. The Start date must match the first code you entered for the split.

Split records

Cost code	Percent	Value	Delete
00000000000174921005	75.000		☐

SAVE

Callout: Amend the 'Percent' for the original code you entered. When clicking on **SAVE** the total percentage must total 100.

10. Enter the second (or original) code in the 'Cost code' field and enter the correct percentage.

> Leave the Start date unchanged. It must match the date of the first code you entered for the split.
> **DO NOT ENTER AN END DATE** – even if you know that the cost code is going to be replaced or the individual is going to leave the position or University.

11. Amend the 'Percent' in the 'Split records' section of the first code you entered so that the codes total 100%.

12. Click on **SAVE**

> Once you've saved you will then be given the option to enter a third cost code if necessary. You should ensure that the start date is the same throughout and the percentages are amended to ensure that it totals 100% each time you click save.

13. Click on **∨ MENU** and select **HESA details** to check whether the 'Principal source of basic salary' field needs updating.

AMENDING THE % SPLIT OF EXISTING CODES

For when the codes are either unchanged but the percentage needs changing or one of the codes is to continue alongside a new one.

<p align="center" style="color:red">**** <u>NEVER</u> JUST AMEND THE EXISTING % SPLIT ****
Follow the steps below.</p>

1. Follow the steps under Many to one (or *new* multiple codes) from step 1 to 8 (for new single code) or step 13 for new multiple codes.

CHANGING A COST CODE THAT ALREADY HAS AN 'END DATE' AGAINST IT.

If you need to amend a cost code that already has an 'end date' entered against it please log a SID enquiry, selecting 'HR Systems – iTrent – Other' as the category and give details.