

CREATING AND ASSIGNING A COST CENTER

HrOnlineLux 22_1_Creating and assigning a cost center _HR

Organizational Management 1 CHLOE ANDRES

Display Maintain Job Catalog Cost center Reports

14.02.2018 Create Cost Center 2 Search Refresh

Cost Center Code	Name	Controlling Area	Validity Date
0045641631	Cost center 02	QQ98	01.01.2013 - 31.12.9999
0045641631	Cost center 02	QQ98	01.01.2013 - 31.12.9999
06022018	COST CENTER 06 02	QQ98	06.02.2018 - 31.12.9999
CC01	Cost center 01	QQ98	01.01.2013 - 31.12.9999
CC03	Cost center 03	QQ98	01.01.2013 - 31.12.9999
CC04	Cost center 04	QQ98	01.01.2013 - 31.12.9999

Create Cost Center

Reference cost center

Controlling area BUSINESS AIRLINES [QQ] * 3

Personnel Area Business Airlines [QQ98] *

Business area

Name Cost center 1

Cost Center Code C1 *

Person responsible

Valid from 14.02.2018 * to 31.12.9999 *

4 Save Cancel

1 Go to Organizational Management > Cost Center.

2 Click on Create Cost Center.

3 Fill in these fields in order:

- Controlling area
- Personnel area
- Name
- Cost center code
- Valid from

4 Remember to click on Save.

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Employee data 1

Personal Contract Details Family & Tax Pers. Action Hiring Actions Contract Parameters

Alves Léon [80005104]

Specific Data (Contract Level) +

Cost Distribution

Cost distribution for	Start Date	End Date
Wage/Salary	01.02.2018	31.12.9999

+ Add 2

Employee data CHLOE ANDRES

Personal Contract Details Family & Tax Pers. Action Hiring Actions Contract Parameters

Alves Léon [80005104]

Cost Distribution -

Cost distribution for Wage/salary *

Start Date 01.02.2018 * 3

End Date 31.12.9999 *

Add	Company Code	Cost center	Percentage
x	Business Airlines	C1 - Cost center 1 [1000044428]	100,00

4 Save Cancel

- 1 Go to Employee data > Contract Parameters.
 - 2 Select the expected contract and click on Cost Distribution and +Add.
 - 3 Fill in the start date and select the cost center.
 - 4 Click on Save.
- ! If the total percentage is not 100 %, please repeat the action until the 100 % is reached.
It is important to follow the steps as indicated.