

The screenshot displays the HRonline interface for an employee's profile. The top navigation bar includes 'Employee data' and various icons. The main navigation tabs are 'Personal', 'Contract Details', 'Family & Tax', 'Pers. Action', 'Hiring Actions', and 'Contract Parameters'. The 'Contract Parameters' tab is active, showing the employee's name 'DUPONT Alain [80002984]'. Below this, there are two sections: 'Specific Data (Contract Level)' and 'Cost Distribution', both showing 'No results found' and an 'Add' link. The left sidebar contains 'My Companies' with 'BUSINESS TRAVEL' selected, and 'My Selections' with 'Personnel area' and 'BUSINESS TRAVEL (23)' checked. A list of personnel is visible, including DUPONT Alain, DURANT Marie, FLORETTE Justin, GERARD Laurent, HOFSTAT Samuel, JOLY Valentin, and LAFORGE Jocely. The footer of the interface reads 'Copyright © 2001-2016 NGA Human Resources. All rights reserved.'

The distribution of an employee's costs can be managed in two different ways in HRonline, depending on the situation.

- Single distribution by cost center (see Helpcard 22_1_Create and assign a cost center) according to which a department or a job defines 100% of the employee's cost centre.
- Multiple distribution by cost center, according to which different cost centers are linked to the employee's profile.

1 Go to **Employee Data > Contract Parameters > Cost Distribution**.

Then click on **Add**.

Cost Distribution

Cost distribution for: Wage/salary x ▼ *

Start Date: 02 . 11 . 2016 📅 *

End Date: 31 . 12 . 9999 📅 *

[Add](#) Company Code Cost center Percentage

1

Save Cancel

Company Code: [] ▼

Cost center: 2 DST CENTER 03 [BT03] ▼ *

Percentage: 50,00 x *

! Save Cancel

3

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

DUPONT Alain [80002984]

Cost Distribution

Cost distribution for: Wage/salary ▼ *

Start Date: 02 . 11 . 2016 📅 *

End Date: 31 . 12 . 9999 📅 *

[Add](#) Company Code Cost center Percentage

x ✏	BT01 - COST CENTER 01 [BT01]	50,00
x ✏	BT03 - COST CENTER 03 [BT03]	50,00

Save Cancel

- 1 Fill in the type of cost distribution (wage/salary), the start/end date and click on [Add](#).
- 2 Select the desired cost center and the relevant distribution percentage.
- ! Remember to repeat the action until you reach a total of 100% for the cost centres.
- 3 Click on save.