

MASTER COST CENTER



- Where Annual IT Fees Charge
- Pulled from IES submission
- Salary will post here if nothing else is entered
- Cannot contain BA0201 or WBS element

PP01 1018 Position Cost
Distribution



- Where Position is Budgeted
- Salary will post here if no 0027 is entered.
- CNS Fees will post here if 9023 not entered
- Determines annual salary pools
- Cannot contain BA0201 or WBS element

0027 Employee Cost
Distribution



- Salary will post here
- Does not impact budget
- Can contain BA0201 or WBS element

How the 3 entries interact:

For Salary and Benefits Charges:

- All charges for salary, benefits, CNS fees, and annual IT fees will post to the Master Cost Center if no other entries are made.
- All charges for salary, benefits, and CNS fees will post per the 1018 Position Cost Distribution if no other entries are made. Annual IT fees will still post to the Master Cost Center.
- All charges for salary and benefits will post per the 0027 Employee Cost Distribution. CNS fees will still follow the 1018 Position Cost Distribution. Annual IT fees will still follow the Master Cost Center.

For Budget:

- A 1018 Position Cost Distribution must be entered for all positions prior to beginning the annual budget process.
- Budget for the position will be funded based on the 1018 Position Cost Distribution.
- An 0027 Employee Cost Distribution will not impact the budget for the position.

Timing Issue to Watch Out for:

Making changes to the 1018 Position Cost Distribution may cause salary charges that have already posted to move.

- If a change is made to the 1018 Position Cost Distribution for a previous time period, and there IS NOT an 0027 Employee Cost Distribution for that period, the payroll charges will move based on the new 1018 Position Cost Distribution entry.
- If a change is made to the 1018 Position Cost Distribution for a previous time period, and there IS an 0027 Employee Cost Distribution for that period, the payroll charges will not move. They will remain where they originally posted.

MASTER COST CENTER:

- A Master Cost Center (MCC) is entered for every position created in SAP. This is the cost center to which payroll, benefits, CNS fees, and annual IT fees will post if no other entries are made.
- Regardless of any other entries, the annual IT fees will always post to the Master Cost Center listed for a position.
- The Master Cost Center is listed and maintained in PP01 under Relationships. It is the A011 Cost Center entry.
- When Compensation creates a regular staff position, they use the entry from the Primary Funding Cost Center Number box on the position description in IES to determine the Master Cost Center.
- When creating a student or temporary position, although we enter a Main Cost Center in ZPOS, it does not create the A011 entry in PP01. So, after creating the position, you'll come back to PP01 to add this relationship.
- You **may not** use a BA0201 cost center or a WBS element for the MCC. If a position will post charges to these types of accounts, it is most appropriate to use a 10128* clearing account for the MCC.

Position: C0049M8 Staff Support Associate II
 Planning Status: Active
 Relationships: 01 S 50108519 1

PP01 Relationships

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/01/2020	12/31/9999	A	002	Reports (l	S	51005450	P2122M7	0.00
07/01/2020	12/31/9999	A	003	Belongs to	O	30000090	40151	0.00
11/02/2014	12/31/9999	A	008	Holder	P	00042299	Norasak	100.00
07/01/2020	12/31/9999	A	011	Cost cente	K	101320040...	INFORMATION	0.00
01/01/1950	12/31/9999	A	012	Manages...	O	30000086	40146	
10/31/2014	12/31/9999	A	Z20	Manages...	O	30000086	40146	
01/01/1950	12/31/9999	B	007	Is describ	C	40501365	C0049	

Budget Information

Organizational Unit	30000178	
Primary Funding Source	G - Grant & Contract	
Primary Funding Cost Center Number	1012802000	This IES entry will become the Master Cost Center for the position.
Pre-Employment Screening Billing Cost Center Number	1013170990	
Proposed Salary (Minus Benefits)		

MASTER COST CENTER:

The MCC can be seen in three other places in SAP: PP01 Infotype 1018 Cost Distribution, PA20/PA30 Infotype 0001 Organizational Assignment, and PA20/30 Infotype 0027 Cost Distribution.

NOTE: When viewing the Master Cost Center on any of these screens, it will show you the MCC as of the Start Date listed (circled in purple). If changes to the MCC have been made and are effective after the start date listed, you will not see the current MCC. In this situation, in order to see the current MCC, you can do the following. However, these actions are not required to accurately use the current MCC.

1. For the PP01 IT 1018, you'll create a new entry with a start date equal to or later than the start date of the current MCC record.
2. For the PA20/30 IT 0027, you'll create a new entry (CDEM) with a start date equal to or later than the start date of the current MCC record.
3. For PA20/30 IT 0001, you'll have to do a Position Update action with an effective date equal to or later than the start date of the current MCC record.

Position: C0049M8 Staff Support Associate II
 Planning Status: Active
 Start date: 07/01/2020 to 12/31/9999 PP01 1018 Cost Distribution Change Information

Cost Distribution: 01 S 50108519 1

Master cost center: 1013200400 INFORMATION SERVICES

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
UK00	1013156210			RES ADMIN AND FISCAL	100.00	

Person ID: [redacted] Pers.Assgn: [redacted]
 Name: [redacted] Empl. %: 100.00
 EE group: A Staff Pers.area: 1000 Main Campus
 EE subgroup: 05 Non-Exempt 4... Pers. subarea: 0001 Reg FT
 Start: 10/01/2021 To: 11/06/2021 Chng: 01/25/2022 TLMOFF0

PA20/30 IT 0027 Cost Distribution

Distrib.: 01 Wage/Salary

Master cost center: 1012821210 HRS CLEARING ACCT

CoCd	Cost ctr	Order	WBS element	Name	Pct.	Name
UK00	1013170595			UNITE RPA	60.00	
UK00			3200004570	A MULTI-LEVEL COMMUN	40.00	

Person ID: [redacted] Pers.Assgn: [redacted]
 Name: [redacted] Empl. %: 100.00
 EE group: A Staff Pers.area: 1000 Main Campus
 EE subgroup: 05 Non-Exempt 4... Pers. subarea: 0001 Reg FT
 Start: 07/01/2021 to 12/31/9999 Chng: 07/14/2021 TLMOFF0

PA20/30 IT001 Org Assignment

Enterprise structure

CoCode: UK00 University of Kentucky
 Pers.area: 1000 Main Campus Subarea: 0001 Reg FT
 Cost Ctr: 1013200400 INFORMATION SER... Bus. Area: 0101 UK w/o component units
 Fund: 0011690100 RES SLF
 Grant: GMNR GM NOT RELEVANT
 Func. Area: 0460 Academic Admin, Personnel

1018 Position Cost Distribution:

- A 1018 Position Cost Distribution is required for all positions (regular, student, temporary, faculty, etc.). The entry must equal 100%.
- The 1018 Position Cost Distribution will determine in which cost center the position will be **budgeted**.
- The 1018 Position Cost Distribution will determine in which FCC pool funds will be available for annual salary increases for the employee who holds the position.
- The 1018 Position Cost Distribution will supersede the Master Cost Center for all transactions (salary, benefits, & CNS fees) with the exception of the annual IT fees.
- The 1018 Position Cost Distribution is viewed and maintained using PP01. Scroll down to the Cost Distribution infotype to view.

Plan version: 01 Current plan
 Object type: S Position
 Object ID: 51050463 Student/Non-Work Study
 Object abbr.: N8291M0

PP01

Active | Planned | Submitted | Approved | Rejected

Infotype Name: Employee Group/Subgroup ✓
 Obsolete
 Cost Planning
 Standard Profiles
 PD Profiles
 Cost Distribution ✓
 Address
 Mail Address
 Job Evaluation Results
 Survey Results

Time period
 Period
 From: 01/01/2022 to: 12/31/9999
 Today Current week
 All
 From curr.d
 To current

Position: N8291M0 Student/Non-Work Study
 Planning Status: Active
 Start date: 01/01/2022 to: 12/31/9999 [Change Information](#)

PP01
IT 1018 Cost Distribution

Cost Distribution 01 S 51050463 1
 Master cost center: 1013156210 RES ADMIN AND FISCAL

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
UK00	1013156210			RES ADMIN AND FISCAL	50.00	
UK00	1012039760			FISCAL AFFAIRS	50.00	

1018 Position Cost Distribution:

A 1018 Position Cost Distribution is required for all positions (regular, student, temporary, faculty, etc.). The entry must equal 100%.

- When a regular staff position is created by Compensation, the 1018 defaults to the single Master Cost Center listed on the IES position description.
 - If a 1018 Position Cost Distribution needs to be changed, it must be done using PP01. This can be done after Compensation has created the position.
- You **MAY NOT** use a business area 0201 cost center or a WBS element/grant account in PP01 for the 1018 Position Cost Distribution. In place of these type of accounts, you will use a 10128* clearing account for the 1018 Position Cost Distribution entry. A CDEM entry will then need to be entered to post charges to the BA0201 or WBS accounts.
- A 1018 Position Cost Distribution can only be changed as far back as the current Retroactivity Date as published on the Payroll Schedule.

The 1018 Position Cost Distribution will determine in which cost center the position will be budgeted.

- During the annual budget process, budget will be entered for all regular positions. The budget for a position is determined by the entry on the 1018 Position Cost Distribution.
- Budget transfers may be completed throughout the year to move budget in & out of positions. BUT, if no changes are made to the 1018 Position Cost Distribution, the budget will move back to the cost centers listed on the 1018 Position Cost Distribution during the annual budget process.
 - If more than one cost center is listed on the 1018 Position Cost Distribution, the budget will be split using the percentages listed on the 1018 Position Cost Distribution.
- During the annual budget process, an entry to change the 1018 Position Cost Distribution can be made. This will allocate the budget based on the entry made in the budget system, but it will not be effective until the first day of the new fiscal year.

1018 Position Cost Distribution:

The 1018 Position Cost Distribution will determine in which FCC pool annual salary increase funds will be available for the employee who holds the position.

- Each year during January, a snapshot of current salaries and funding sources is taken by the University Budget Office. This is used to determine the salary increase pool and its distribution by funding category code (FCC). The calculation of the salary increase pool and the distribution of the pool's funds is based on the 1018 Position Cost Distribution at the time of the salary freeze.
- If a position is split between multiple cost centers, the salary increase allocation for that person will come from multiple funding sources based on the percentages entered on the 1018 Position Cost Distribution.
 - Funding for salary increase from central budget sources is only provided for the portion of a position whose 1018 Position Cost Distribution is assigned to a State, Mandated, or N funding category code. Funds for salary increases for positions on other funding sources is the responsibility of the department.

The 1018 Position Cost Distribution will supersede the Master Cost Center for all transactions (salary, benefits, & CNS fees) with the exception of the annual IT fees.

- SAP will post all salary, benefits, and CNS fees based on the information entered in the 1018 Position Cost Distribution.
- Once a 1018 Position Cost Distribution is entered, the only item the Master Cost Center will be used for is the annual IT fee.
 - If salary or benefits should not post to the cost center listed on the 1018 Position Cost Distribution, then an 0027 Employee Cost Distribution will need to be entered via CDEM. This would be appropriate when a position has a clearing account entered on the 1018 Position Cost Distribution, but salary/benefits should post to a business area 0201 cost center or to a grant. It is also appropriate if a position is being paid from non-recurring funds or is completing a temporary assignment that should not be charged to the position's normal cost center.
- If the CNS fee should not post to the cost centers listed on the 1018 Position Cost Distribution, an entry will need to be made in PP01 on the IT 9203 CNS Fee Cost Distribution screen.

1018 Position Cost Distribution:

When creating a student or temporary position using ZPOS, the 1018 will be populated based on the entries in the Cost Distribution section at the bottom.

Create Position

ZPOS

Position Info

Short text: test
Long text: test
Position begin date: 01/01/2022 Position end date: 12/31/9999
Copy position: Number to create:
Pooled position:

Relationship Objects

Position Reports To Pos. Num.: 50106708
Organizational unit: 30000083
Job key: 40501550
Main cost center: 1013156210
Position FTE: 50
Employee group: B Personnel area: 1000
Employee subgroup: 09 Personnel subarea: 0007
Patient Contact:

Cost Distribution

Ctrl	Cost Center	Order	WBS	Pct	Fund	Funct Area	Grant
UK00	1013156210			50			
UK00	1012039760			50			

This section populates the 1018 Position Cost Distribution for student & departmental temporary positions. Do not enter in the WBS column.

0027 Employee Cost Distribution:

- An 0027 Employee Cost Distribution is used when the salary and benefits for an employee needs to post to SAP accounts that are not listed in the position's 1018 Position Cost Distribution.
- An 0027 Employee Cost Distribution will only apply to the current employee. Future employees hired into the position number will have salary & benefits post per the 1018 Position Cost Distribution– unless a new 0027 Employee Cost Distribution is entered for the new employee.
- An 0027 Employee Cost Distribution will supersede the 1018 Position Cost Distribution for salary and benefit charges.
- An 0027 Employee Cost Distribution will not impact where a position is budgeted.
- An 0027 Employee Cost Distribution can include BA0201 cost centers and WBS elements.
- An 0027 Employee Cost Distribution is viewed in PA20. An 0027 Employee Cost Distribution is maintained using CDEM.

The image shows two overlapping SAP screenshots. The top one is 'Display HR Master Data' for PA20, showing employee details for Ruben Castellanos Roblero. The bottom one is 'Display Cost Distribution(0027)' for PA20, showing a table of cost distribution entries.

CoCd	Cost ctr	Order	WBS element	Name	Pct.	Name
UK00	1012039760			RAFA SALARIES	57.00	
UK00	1043800420			LIGHT MICROSCOPY	5.00	
UK00	1043800430			FLOW CYTOMETRY FAC	8.00	
UK00	1043800440			M.R.I.S.C. - 1.5	15.00	
UK00	1043801240			PROTEOMICS SERVICE C	5.00	
UK00	1043801430			RODENT BEHAVIOR CORE	5.00	
UK00	1043801900			IMMUNE MONITORING	5.00	

The image shows the SAP CDEM Cost Distribution Entry Module interface. It displays a table of cost distribution entries for employee Ruben Castellanos Roblero.

Val Stat	Effective Periods	Val Stat	Cost Object	Fund	Statistical Int Order	Cost Object Description	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Salary Pror. Perc.	Valid From	Valid To	Days Charged / Period	Prorati	
⊖	12-18-2022 - 12-31-9999	⊖	1012039760	0011090100		RES ADM FISCAL AFFAI...	Yes	INTERN	57.00	57.00	\$0.00	01-01-1900	12-31-9999	thru 12/31/9999	n/a	
⊖	10-09-2022 - 12-17-2022	⊖	1043800420	0041804200		LIGHT MICROSCOPY	Yes	INTERN	5.00	5.00	\$0.00	01-01-1900	12-31-9999	thru 12/31/9999	n/a	
⊖	07-01-2022 - 10-08-2022	⊖	1043800430	0041804300		FLOW CYTOMETRY FACIL...	Yes	INTERN	8.00	8.00	\$0.00	01-01-1900	12-31-9999	thru 12/31/9999	n/a	
⊖	04-18-2022 - 06-30-2022	⊖	1043800440	0041804400		MAGNETIC RESONANCE L...	Yes	INTERN	15.00	15.00	\$0.00	01-01-1900	12-31-9999	thru 12/31/9999	n/a	
⊖		⊖	1043801240	0041812400		PROTEOMICS SERVICE C...	Yes	INTERN	5.00	5.00	\$0.00	01-01-1900	12-31-9999	thru 12/31/9999	n/a	
⊖		⊖	1043801430	0041814300		RODENT BEHAVIOR CORE...	Yes	INTERN	5.00	5.00	\$0.00	07-01-2011	12-31-9999	thru 12/31/9999	n/a	
⊖		⊖	1043801900	0041819000		UNIQUE NICHE IN FLOW...	Yes	INTERN	5.00	5.00	\$0.00	07-01-2017	12-31-9999	thru 12/31/9999	n/a	
Total:											100.00	100.00	\$0.00			