

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

## I. Add a New Labor Distribution Profile.

1. Go to My Team

2. Click on Employee Information.

3. Choose the employee, and click on the Employee Information tab.

The image shows a dark-themed navigation sidebar on the left. At the top, there are icons for a star, a person, a group of people, and a gear. Below these, the word "TEAM" is displayed. The "My Team" option is highlighted with a blue arrow pointing to it from the first callout box. Below "My Team" are options for "Dashboard" and "Employee Information", with a blue arrow pointing to "Employee Information" from the second callout box. Further down the menu are "Time", "Accruals", "Benefits", "HR", "Talent", "Learning", and "Payroll", each with a right-pointing chevron. A third callout box points to the "Employee Information" tab in the main content area of the screenshot below.

← Employee Information

HIRE TERMINATE REHIRE VIEW ...

Page 1 of 3 1 - 10 of 28 Rows Saved: [System]

Columns (2) (2)

	Employee Id	Employee	Username	First Name	Last Name	Employee EIN	In Payroll	Locked	Worked 600 Hours (for Basic Life)	WC Job Title	Employee Status
	starts with	=	=	starts with	starts with	like	All	All	=	=	Is
						andrew					Terminated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
	1086	11	MKaptula1086	Mary	Kapitula	Saint Andrew	Yes	No			Active
	1169	79	VSimpson1169	Vicky	Simpson	Saint Andrew	Yes	No			Active
	1177		JDelka74	Joseph	Delka	Saint Andrew	Yes	No			Active
	1559	77	JGibson94	Jody	Gibson	Saint Andrew	Yes	No			Active
	1768		MRodriguez98	Mariana	Rodriguez	Saint Andrew	Yes	No			Active
	1769		MPerezEstrada29	Marlene	Perez Estrada	Saint Andrew	Yes	No			Active
	1771		FMaricela94	Flores	Maricela	Saint Andrew	Yes	No			Active
	1918	69	CRoy60	Christopher	Roy	Saint Andrew	Yes	No			Active
	1919	80	EPeck-Jordan79	Erin	Peck-Jordan	Saint Andrew	Yes	No			Active
	1920	67	MOvorno82	Martha	Ovorno	Saint Andrew	Yes	No			Active

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

4. Make sure you are on the Main tab then click on Profiles.

JUMP TO  
Account Information  
Two-Factor Authentication  
**Profiles**  
Managers  
Workflow Delegation  
Cost Centers  
Personal Information  
Badges  
Account Demographics  
Account Contacts  
Pay Information

Main Payroll HR Schedules ACA Edit Tabs

Account Information

Primary EIN  
Saint Andrew Saint Andrew

Username \*  
M0somio82

New Password  
[ ]

Salutation  
[ ]

Nickname  
[ ]

First Name \*  
Martha

Middle  
[ ]

Last Name \*  
Osomio

Suffix  
[ ]

First Screen  
[ Security Profile Default ]

Locale (Language & Format)  
Company Default

Time Zone  
Mountain

User Must Change Password at Next Logon  Locked

Security Questions  
Question Answer

JUMP TO  
Account Information  
Two-Factor Authentication  
**Profiles**  
Managers  
Workflow Delegation  
Cost Centers  
Personal Information

Profiles

Profiles are settings which are applied to user accounts that determine key aspects for the user such as the type of timesheet, the security level, pays frequency, holiday schedule, works schedule, etc. Profiles provide a convenient way to apply many settings to user accounts.

[Manage Profiles](#)

Managers

Manager 1  
Choose Employee... [ ]

HR Contact  
Choose Employee... [ ]

Workflow Delegation

5. Click on Manage Profiles.

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

6. Click on Labor Distribution.

Manage Profiles X

JUMP TO

- Simple Profiles
- Retirement Plan
- Benefit
- Counter Distribution
- New UI Dashboard Layout
- Pay Calculation
- Pay Prep
- Time Off Planning
- Workday Breakdown
- Work Time Regulations
- Work Schedule

### Simple Profiles

Access <input type="text" value="Choose..."/>	Accruals <input type="text" value="Choose..."/>
Competency <input type="text" value="Choose..."/>	Demographic <input type="text" value="Choose..."/>
Holiday <input type="text" value="Choose..."/>	<b>Labor Distribution</b> <input type="text" value="Choose..."/>
Pay Period <input type="text" value="Saint Andrew School SM"/>	Performance Review <input type="text" value="Choose..."/>
PST Population <input type="text" value="Choose..."/>	Security <input type="text" value="Employee"/>
Succession <input type="text" value="Choose..."/>	Timesheet <input type="text" value="Start/End (All Days)"/>
TS Auto Population <input type="text" value="Choose..."/>	Training <input type="text" value="Choose..."/>

CANCEL SAVE

7. Click on Add New Profile.

← Labor Distribution Profiles ADD NEW PROFILE VIEW ALL ALLOCATIONS

Rows On Page: 20 Showing: 1-20 Of 45 Page: 1 Of 3 Refresh Data Full Screen [Default] Settings Select Columns Export

Name	Cost Centers	Activities	Work From Home	Overrides	Jobs (HR)	Allocation %	Description	Active	Created
								All	

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

8. Use Employee's Name as Profile Name. Ex. Jane Smith. It will make it easier to search in the later steps.

Labor Distribution Profile

Profile

Name\*

Description

Active

Earnings List

ALLOCATION

ALLOCATION	COST CENTERS	ACTIVITIES	WORK FROM HOME	OVERRIDES	JOB(S) (#)
x 1	<input type="text"/>				

1 ADD ROWS

9. Click on List Values/ Cost Center.

Lookup

Cost Centers

- + Blessed Sacrament EDP ( 15047 )
- + Blessed Sacrament Parish ( 15048 )
- + Blessed Sacrament School ( 15049 )
- + Cathedral of the Madeleine
- + Catholic Foundation of Utah ( 12533 )
- + Christ the King ( 15013 )
- + Holy Family Parish ( 15019 )
- + Judge Memorial Catholic High School ( 12360 )
- + Kearns Saint Ann School ( 15191 )
- + Madeleine Choir School ( 15145 )
- + Mount Calvary Catholic Cemetery ( 12534 )
- + Notre Dame de Lourdes ( 15022 )
- + Our Lady of Guadalupe ( 15020 )
- + Our Lady of Lourdes Parish ( 15052 )
- + Our Lady of Lourdes School ( 12356 )
- + Our Lady of Lourdes-Magna ( 15034 )
- + Our Lady of Perpetual Help ( 15023 )
- + Roman Catholic Bishop of Salt Lake City
- + Sacred Heart ( 15021 )
- + Saint Ambrose / J.E. Cosgriff Memorial ( 15165 )
- + Saint Andrew Parish ( 15046 )
- + Saint Andrew School ( 15139 )
- + Saint Ann / Kearns Saint Ann ( 15040 )
- + Saint Catherine of Siena ( 15033 )
- + Saint Christopher ( 15015 )
- + Saint Francis of Assisi ( 15024 )
- + Saint Francis Xavier Parish ( 15164 )
- + Saint Francis Xavier School ( 15160 )

List View

10. Choose your location and click on the + sign.

## CENTRALLY HR (CHR) – SPLITTING COST CENTERS

11. Choose the appropriate Cost Center.

The screenshot shows a 'Lookup' dialog box with a list of cost centers. A blue arrow points from the instruction box to the 'Computers (634)' entry. The list includes various categories such as 'Our Lady of Lourdes Parish', 'Roman Catholic Bishop of Salt Lake City', 'Saint Andrew School', and 'Saint Ann / Kearns Saint Ann'.

- Our Lady of Lourdes Parish ( 15052 )
- Our Lady of Lourdes School ( 12356 )
- Our Lady of Lourdes-Magna ( 15034 )
- Our Lady of Perpetual Help ( 15023 )
- Roman Catholic Bishop of Salt Lake City
- Sacred Heart ( 15021 )
- Saint Ambrose / J.E. Cosgriff Memorial ( 15165 )
- Saint Andrew Parish ( 15046 )
- Saint Andrew School ( 15139 )
  - Admin FT ( 539 )
  - Admin PT ( 622 )
  - Art ( 630 )
  - Computers ( 634 )
  - EDP FT ( 523 )
  - EDP PT ( 524 )
  - Maintenance FT ( 500 )
  - Music ( 631 )
  - Parish/Ifund ( 4 )
  - PE ( 633 )
  - Staff ( 1 )
  - Substitute ( 575 )
  - Substitute ( 632 )
  - Summer Camp ( 596 )
  - Teacher Aides PT ( 573 )
  - Teachers ( 572 )
- Saint Ann / Kearns Saint Ann ( 15040 )
- Saint Catherine of Siena ( 15033 )
- Saint Christopher ( 15015 )
- Saint Francis of Assisi ( 15024 )
- Saint Francis Xavier Parish ( 15164 )

[List View](#)

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

← Labor Distribution Profile

SAVE

Profile

Name\*

Description

Active

Earnings List

ALLOCATION

ALLOCATION	COST CENTERS	ACTIVITIES	WORK FROM HOME	OVERRIDES	JOBS (HR)
X 1	25.00 % Saint Andrew Parish/PE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X 2	0.00 %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	25.00 %				

1 ADD ROWS

12. Add row as needed.

11. Put the % amount to charge to this Cost Center.

← Labor Distribution Profile

SAVE

Profile

Name\* Jane Smith

Description

Active

Earnings List

ALLOCATION

ALLOCATION	COST CENTERS	ACTIVITIES	WORK FROM HOME	OVERRIDES	JOBS (HR)
X 1	45.00 % Saint Andrew Parish/Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X 2	55.00 % Saint Andrew Parish/Reli	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	100.00 %				

1 ADD ROWS

13. As you add the Cost Center and % allocation, the total must =100%.

14. Click Save

# CENTRALLY HR (CHR) – SPLITTING COST CENTERS

← Labor Distribution Profiles ADD NEW PROFILE VIEW ALL ALLOCATIONS

Rows On Page 20 Showing 1-20 Of 45 Page 1 Of 3 Refresh Data Full Screen [Default] Settings Select Columns Export

Name	Cost Centers	Activities	Work From Home	Overrides	Jobs (HR)	Allocation %	Description	Active	Created
Abby Eardley	Skaggs Catholic Center, LLC/HS Instruction					75.00%		Y	05/26/2020 11:16a
Abby Eardley	Skaggs Catholic Center, LLC/MS Instruction					25.00%		Y	05/26/2020 11:16a
Andrew Trost	Skaggs Catholic Center, LLC/HS Admin					44.00%		Y	05/26/2020 03:17p
Andrew Trost	Skaggs Catholic Center, LLC/HS Instruction					56.00%		Y	05/26/2020 03:17p
April Van der sluys	Skaggs Catholic Center, LLC/MS Admin					20.00%		Y	05/26/2020 03:19p
April Van der sluys	Skaggs Catholic Center, LLC/HS Development					60.00%		Y	05/26/2020 03:19p
April Van der sluys	Skaggs Catholic Center, LLC/EL Admin					20.00%		Y	05/26/2020 03:19p

15. The new Labor Distribution profile is now added here and can be searched by name.

## II. Adding the new Labor Distribution to an Employee's Profile.

← **MC** Marinelle Cline (Roman Catholic Bishop of Salt Lake City) (691) Main My Team/Employee Information/Employee Profile

JUMP TO

- Account Information
- Two-Factor Authentication
- Profiles**
- Managers
- Workflow Delegation
- Cost Centers

**Profiles**

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[Manage Profiles](#)

**Managers**

Manager 1  HR Contact

16. Go back to the Employee Information tab and click on Profiles.

17. Click on Manage Profiles.

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The screenshot shows the 'Manage Profiles' interface. On the left is a 'JUMP TO' sidebar with categories like 'Simple Profiles', 'Retirement Plan', 'Benefit', etc. The main area is titled 'Simple Profiles' and contains a grid of fields. The 'Labor Distribution' field is highlighted with a blue arrow. Another blue arrow points to the search icon (magnifying glass) in the 'Labor Distribution' field. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with 'SAVE' being blue.

18. Click on Labor Distribution.

19. Click on the Search List.

## CENTRALLY HR (CHR) – SPLITTING COST CENTERS

Manage Profiles

Browse and Select Labor Distribution Profile

Page 1 of 2 1 - 20 of 21 Rows

	Name	Description
<input type="radio"/>	Abby Eardley	
<input type="radio"/>	Andrew Trost	
<input type="radio"/>	April Van der sluys	
<input type="radio"/>	Cameron Brownell	
<input type="radio"/>	Daniel Sontum	
<input type="radio"/>	Douglas Jones	
<input type="radio"/>	Heather Church	
<input type="radio"/>	James Duane	

CLOSE

CANCEL SAVE

20. Type the name of the New Profile you created.

Browse and Select Labor Distribution Profile

Page 1 of 1 1 - 1 of 1 Rows

cline

	Name	Description
<input type="radio"/>	Marinelle Cline	

21. Select the Name.

## CENTRALLY HR (CHR) – SPLITTING COST CENTERS

Manage Profiles

JUMP TO

- Simple Profiles
- Retirement Plan
- Benefit
- Counter Distribution
- New UI Dashboard Layout
- Pay Calculation
- Pay Prep
- Time Off Planning
- Workday Breakdown
- Work Time Regulations

Simple Profiles

Access: Choose...

Accruals: Choose...

Competency: Choose...

Demographic: Choose...

Holiday: Choose...

Labor Distribution: Marinelle Cline

Pay Period: Roman Catholic Bishop Bi-Weekly

Performance Review: Choose...

PST Population: Choose...

Security: Administrator

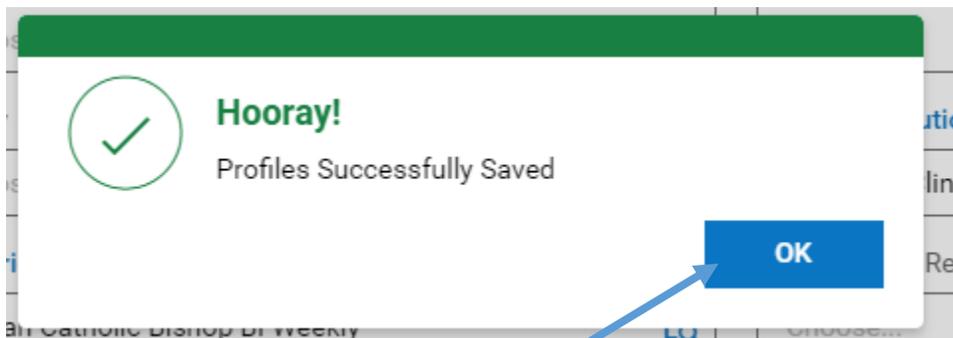
Succession: Choose...

Timesheet: Choose...

CANCEL SAVE

22. The name will now appear in the Labor Distribution box.

23. Hit Save.



23. Click OK.