### Process - All Employee Groups

<table>
<thead>
<tr>
<th>What to Do</th>
<th>Who</th>
<th>How to Do It</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Review financial reports. Identify errors in payroll charges.</td>
<td>Department Head/Director/Supervisor</td>
<td>Review various payroll charge reports to validate postings to accounts.</td>
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</tbody>
</table>
| 2  Document the incorrect costing elements that were charged and specify the appropriate costing elements. | Department Head/Director/Supervisor       | Provide documentation to your departmental business office following the steps below:  
   1. For all employees, document the errors and needed corrections and submit to the business office. Acceptable documentation includes email, hand written or word processed notes, etc. |
| 3  Review the requested corrections and prepare business office form CD-01. | Departmental Business Office             | Complete the form and obtain necessary approvals.  
   This role is identified as “Cost Distribution Administrator”  
   Verify allowability, allocability, and reasonableness of the proposed distribution based upon A-21, Cost Accounting Standards, and/or University Policy. |
| 4  Enter the approved cost distribution changes in the OnePurdue system.  | Departmental Business Office             | After necessary approvals are obtained, execute transaction PA30 to update cost distribution in the OnePurdue system for the prior payroll period(s).  
   Step by step instructions will be found at the following URL: www.purdue.edu/B@P/ |
| 5  Route form CD-01 to Costing                                           | Departmental Business Office             | Route the fully approved & entered form to Costing for review.               |
| 6  Review corrections made in the OnePurdue system.                       | Costing Office                           | Execute transaction PA20 to review cost distribution entered by the Departmental Business Office.  
   This role is identified as “Cost Distribution Administrator”  
   Verify allowability, allocability, and reasonableness of correction. Costing reserves the right to revoke cost distribution changes based upon A-21, Cost Accounting Standards, and/or University policy. |
| 7  Route form CD-01 to Central Files                                      | Costing Office                           | Form CD-01 will be routed to central files for scanning into WebView.       |

Other Resources: [http://www.purdue.edu/hr/Resources/crosswalk.htm](http://www.purdue.edu/hr/Resources/crosswalk.htm)