

NEW COST CENTER REQUEST FORM

General Information					
Workday ID: _____ <small>(i.e. CC_284F)</small>	Workday Description: _____ <small>(Cost Center Name)</small>				
Restricted To Companies:					
Region: _____ <small>(Line of Business)</small>					
GeneSIS Required?	Yes	No	Used for Salary Costs?	Yes	No

Hierarchy Structure <small>(see page 2 for more info)</small>
Hierarchy (+1): All Cost Centers
Hierarchy (+2):
Hierarchy (+3):
Hierarchy (+4):
Hierarchy (+5): <small>(if applicable)</small>
Hierarchy (+6): <small>(if applicable)</small>
Hierarchy (+7): <small>(if applicable)</small>

Security
Cost Center Manager:
Dean/Director/Executive Director:
Executive Team Member:
Cost Center Financial Analyst: <small>(support employee(s) that require access)</small>

Finance Use Only
Cost Center Buyer:
Accountant - CCH Approver:

Requested By: _____

Approved By: _____

Reason for Request: _____

Please email completed forms to Crespelle Zubrycki (zubrycc@algonquincollege.com) and copy Approving Manager (to be considered as approval). Requests from Academic Services should be emailed to Cristy Montgomery (richarc1@algonquincollege.com).

HIERARCHY STRUCTURE

The new cost center hierarchy in Workday does not require every cost center to utilize all seven levels. To understand the current structure of cost centers within your department, you can generate the following report in Workday:

1. In the Search field, type **FIN RPT - Data Audit - Cost Centers**.
2. Click on the blue hyperlink for the report.
3. Once the report has generated, you can filter the information in each column directly in Workday. Or, click on the Excel icon in the top right corner to download the report to Excel.
4. In Excel, you can search and/or filter the data for your respective department.
5. The hierarchy structure can be found in the middle columns labeled "Level 1" to "Level 7" (see screenshot below).

Included by Organizations						
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7