How to request a costing allocation change?

1. **Initiate Service One request**
   - The manager can initiate a costing allocation change request through Service One.
   - NB. The initiator can view the status of the request through the Service One portal under *My Requests*.

2. **Budget owner approval**
   - The budget owner reviews and approves the costing allocation change in Service One.
   - NB. If the request is denied the requestor will receive an email from Service One.

3. **Complete costing allocation change request**
   - Once approved, People and Culture, Payroll actions the costing allocation change in Workday and closes the Service One request.
   - A notification is sent to the Service One initiator to confirm the request has been finalised.

Now your employee’s costing allocation change has been applied.