

Cost Allocation sop draft 07/2026

Cost Allocation will be maintained by payroll administration with advice from payroll clerks and budget personnel. No other division has access to update cost allocation, except payroll administrators and payroll partners (limited to payroll administration personnel).

Rule 1 – All Exempt from overtime (Exempt=yes in WD) will be Exception Pay Template, except for a limited number of DPW Exempt Personnel who are required to enter specialty tags and equipment.

All employees in the Exception pay Template must have a cost allocation.

All employees outside of the Exception pay template must have no cost allocation.

There are three business processes for Exception pay maintenance.

1. Business Process #1 will ask the payroll clerk during an Exempt new hire, except select dpw exempt empls, what accounting string shall be input to cost allocation accounting strings. They provide that info after consultation with their budget person through task , as the person is on boarded. That answer is sent to payroll administration for input through the BP.
2. Business Process #2 will be initiated by payroll clerk to update an existing cost allocation for an active employee, after consultation with budget personnel. That request for update goes to payroll administration personnel through BP/task to update the cost allocation screen for an employee.
3. Business process #3. Employee in DPW Salaried need to be changed to Exception pay or vice versa, a CM business process. Started by payroll clerk, using job change.

Instructions continue...

Payroll Administration input:

Go to an employee's profile and click PAY, then see Costing Allocation in the top menu.

The screenshot shows the Payroll Administration interface. On the left sidebar, the 'Pay' button is highlighted with a red circle. The top navigation bar has a red box around the 'Costing Allocations' tab. The main content area displays a table titled 'Pay Calculation by Period' with 5 items.

Payroll Result	Result Type	Period	Payment Date/Reversal Date	Pay Group Detail Locked	Pay Group Detail
Q		09/14/2025 - 09/27/2025 (Biweekly (Sunday to Saturday))	10/09/2025	No	City of Milwaukee Pay Group (Regular)
Q		08/31/2025 - 09/13/2025 (Biweekly (Sunday to Saturday))	09/25/2025	No	City of Milwaukee Pay Group (Regular)
Q	History	08/17/2025 - 08/30/2025 (Biweekly (Sunday to Saturday))	09/11/2025	No	City of Milwaukee Pay Group (Regular)
Q	History	05/25/2025 - 06/07/2025 (Biweekly (Sunday to Saturday))	06/18/2025	No	City of Milwaukee Pay Group (Regular)

Payroll Admin will click maintain, effective date for first day of pay period with requested changes, save.

The screenshot shows the 'Maintain' button and the 'Default Organizational Assignments' section. Below this, there is a table titled 'Current and Future Costing Allocations' with 1 item.

Start Date	End Date	Costing Allocation Level	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
01/01/2025		Worker Position		MKE City of Milwaukee	Class: R999 Regular Cost Center: Fund: 0001 General Location: City Hall Program:	100.00%

MKE All Workers Costing Allocation is the report to run to assure all are in the right template, based on FLSA status. Filters will help you ascertain. Filter #1, on Exception pay template. Review and sort data to assure none are blank or not equal to Exempt. Apply other filters to review different scenarios. Pay Admin will run this report biweekly and correct where necessary.