

Configure Costing Breakdown for an Employee

Last Modified on 11/07/2023 11:03 am BST

Permissions

You will require an Access Role with the following permissions:

- (User Management) Employees

1. Navigate from the homepage to **Administrative Settings | User Management | Employees**.

Employees

Search Options

Enter surname of employee (or lead characters) Username

E-mail Address

Role

Signoff Group

Default Department

Default Costcode

2. Search for an employee and then click .

Employees

Display Filter

					Username	Title (Mr/Mrs/Dr)	First Name	Surname	Group Name	E-mail Address ▼
					Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com

3. Click on the **Work** tab to configure cost centres which the employee's expenses can be assigned to.

New Employee
Employee Details

General Details | Permissions | **Work** | Personal | Claims | Notifications | Authoriser Level

Employment Information

Credit Account ? Payroll Number

Position National Insurance Number

Hire Date 12 Termination Date 12

Employee Number

Primary Country

Primary Currency

Line Manager

Starting Mileage Starting Mileage Date 12

Current Mileage Excess Mileage ?

Cost Centre Breakdown

	Department	Cost Code	Project Code	%
	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="100"/>

4. Configure any Cost Codes, Project Codes or Department for the employee. For more information, view [Costing Breakdown](#).

Cost Centre Breakdown

	Department	Cost Code	Project Code	%
	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="100"/>