

Subject: Submitting a Cost Distribution (Infotype 1018) Template

Audience: HR Directors, FI Directors

To assist agencies in proactively submitting costing changes for large numbers of employees, the SCEIS HR/Payroll Team created two templates:

- *HR_IT1018_Filled_Position_Cost_Distribution_Template.xls*
- *HR_IT1018_Vacant_Position_Cost_Distribution_Template.xls*

The templates can be found on the SCEIS website at:

<http://www.sceis.sc.gov/page.aspx?id=121>.

Depending upon the size and complexity of each agency and the frequency of cost distribution changes, agencies may find it easier to prepare costing information in a Microsoft Excel template. Once completed and submitted, the SCEIS Team can then load the file directly into SCEIS.

To ensure your data is processed correctly, please remember these important reminders:

- Uploads will only be completed for files that contain 50 or more lines of information.
- Formatting and columns within the templates must not be altered.
- ALL information in the template must be reviewed carefully for accuracy prior to submitting the template (e.g., personnel numbers, percentages, FI Master data is established (especially grants), etc.)
- 1018 templates cannot be submitted at the “last minute” (e.g., less than three days prior to payroll run)
- Templates must be submitted to SCEIS via the following email: sceishelpdesk@sceis.sc.gov. Do not send these files to individual SCEIS Team members.

Please note, SCEIS will only process changes to employee 1018 records for the current payroll period. Due to the potential payroll problems with retroactivity, we cannot process any retroactive effective dates. Journal entries will be necessary for any postings prior to the current payroll period when changes are made.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.