

Overview

This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Specialists, Payroll Costing Managers, and Finance Reporting Viewers** through the process to find and review the Payroll Costing Allocation details from worker history. This task is used to access the Worker History and view the process and details related to the various Payroll Costing Allocation events.

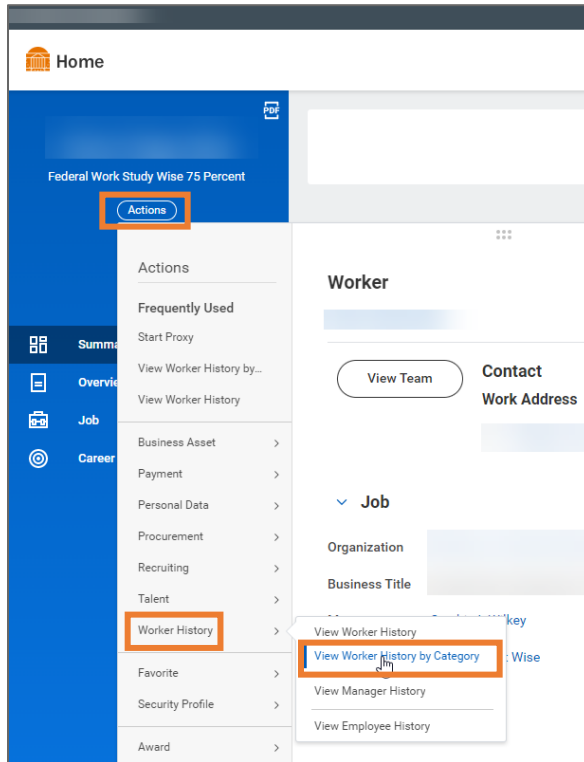
Find and Review Payroll Costing Allocation Details from Worker History

On the Workday **Home** screen:

1. Type the name of the worker for whom you want to view the **Payroll Costing Allocation** event in the search field and press **Enter**.
2. Select the **Worker** from the Search Results.

On the **Worker Profile**:

3. Select the **Actions** button.
4. Select **Worker History > View Worker History by Category**.



On the **Worker History by Category** screen:

5. Select the **Payroll** tab.

In the **Costing Allocation History** table:

6. Select the hyperlink under the **Business Process** column to view the related details of the selected event.
7. Review the details on the following tabs of the **View Event** screen:
 - **Details** – Under this tab, the worker and the position involved with the costing allocation will be displayed. You can also review the data entered for the processed transaction in the New Costing Allocations table.
 - **Process** – Under this tab you can review process history, current status, and the details related to the business process routing.