









This manual will help you to update the cost centers in the positions

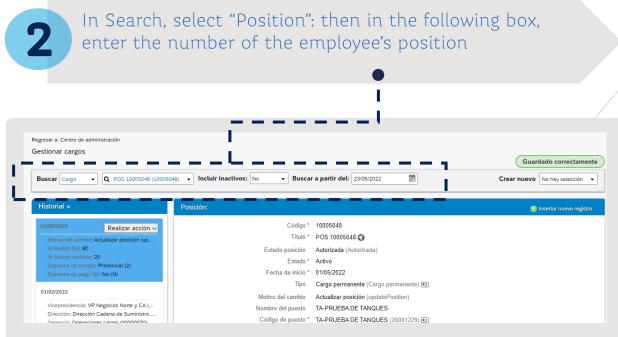






Identify the position number of the employee whose CECO will be changed; in the Actions search box, enter "Manage Positions"





#### Note:

**Mexico:** Admin. The change can only be made on the 1st and/or 16th day of the month, within the 4 days following the date. Operators: Changes can only be made on Thursday, the deadline being the following Tuesday.

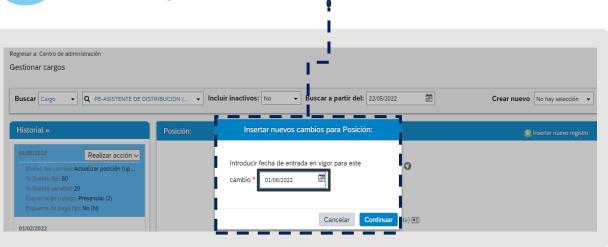
Peru (Admin), Argentina, Brazil: The change can only be made with on the first day of each month. Peru (oper.) on Mondays within the same month

**USA:** The change can only be made on the starting date of the fourteen-day period and can be applied in the same week as the change or in the future.

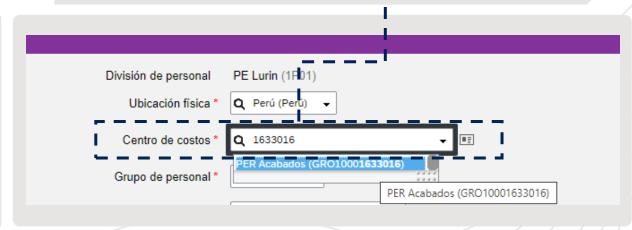




Select Insert New Record and enter the date when the CECO change will apply.



In the Cost Center field, select or enter the new CECO.



#### Note:

**Mexico:** Admin. The change can only be made on the 1st and/or 16th day of the month, within the 4 days following the date. Operators: Changes can only be made on Thursday, the deadline being the following Tuesday.

**Peru (Admin), Argentina, Brazil:** The change can only be made on the 1st of each month; Peru (oper.) on a Monday within the same month

**USA:** The change can only be made on the starting date of the fourteen-day period. Make it in the same week or in the future

CA: The change can only be made on days 1 and/or 16



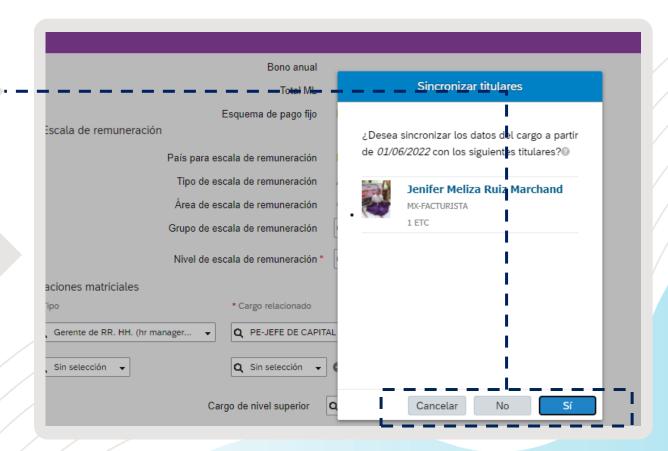
Click on "Save"





When you save, you will see the message of the change for the employee to whom it will be applied. If you agree, click on Yes.

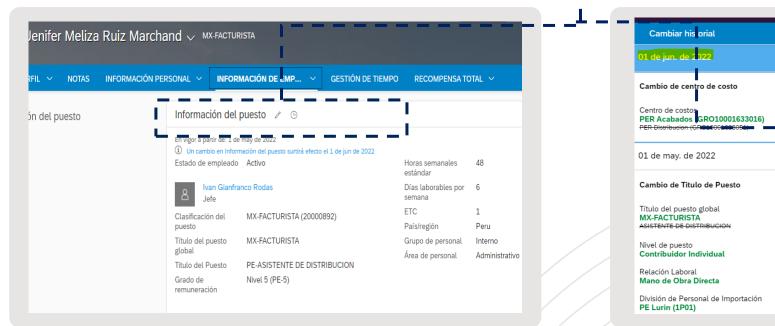
7 It will be sent to the authorization flow

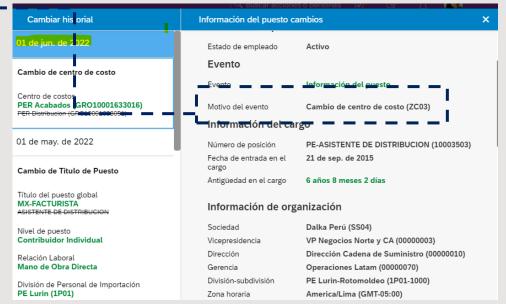






The CECO change will be applied and can be viewed at the Employment Information and afterwards, in Position Information. Clicking on the clock displays the new change, and the reason for the cost center change action.









# CECO CHANGE (VISUALIZING IT ON HCM)

In HCM, it will be displayed in IT00 for the change of cost center action on the date when the change will begin and in IT01 you will see the position with the new CECO.

