HOW DO I … Check My Default Cost Center?	ABOUT THIS TASK: Describes how to confirm your default Cost Center is correct.
AUDIENCE: All faculty and staff	DETAILED JOB AID: n/a

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. Go to the **PeopleSoft Chartfield to Workday FDM Worktags** Translation Tool. Select **PeopleSoft** as the source.

SELECT THE SOURCE:

PEOPLESOFT   WORKDAY

ENTER SPEEDCHART OR ANY OF THE FOLLOWING CHARTFIELD(S)

Speedchart
CWGY

OR

2. In the relevant fields, enter the PeopleSoft **Speedchart number, PG number, Department ID, Fund number or Program Code** to find the corresponding **Cost Center** and other Worktags.

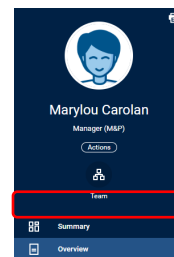| Project / Grant (PG)	Department ID (DeptID)	Fund	Program Code

FIND   CLEAR

TRANSLATED WORKTAGS

Gift Initiative	Program / Project / Grant / Gift	Cost Center	Fund	Activity
-	PM002784	CC00699	FD000	0

3. Open **Workday** and on the **homepage**, top righthand corner *click* your photo.
   TIP: If a custom profile picture has not been set, the profile picture will default to a cloud icon.
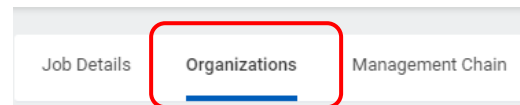
Marylou Carolan
View Profile
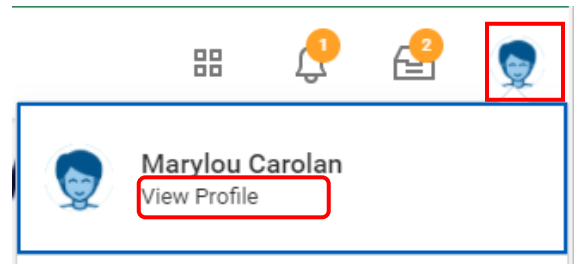
4. *Click* **View Profile.**

5. *Click* **Overview** on the left sidebar.

Marylou Carolan
Manager (M&P)
Actions
Team
Summary
Overview

6. *Click* **Organizations.**

Job Details   Organizations   Management Chain

7. Look for **Cost Center** under **Organization Type** in the second column. The corresponding information in the **Organization** column (i.e., the first column) will display the name of your default **Cost Center**. The code of this Cost Center (i.e., CC#####) needs to match the result shown in the **Translation Tool** (Step 2). If they don't match, contact **ISC** for correction.

Member of These Organizations   10 items

Organization	Organization Type	Organization Subtype
UBC The University of British Columbia	Company	01 Company
UBC Consolidated	Company Hierarchy	01 Company
FINCC001-TEST Finance Cost Center 1 (TEST)	Cost Center	Cost Center
UBC FIN CCH2	Cost Center Hierarchy	CCH2