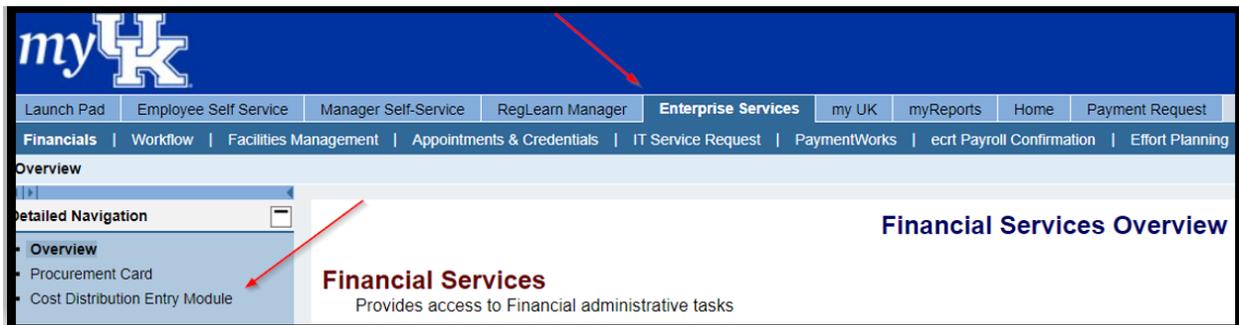


If an override payroll cost distribution is needed, for a new or existing employee, then the first step would be to create **control record**. A control record is the list of commitments for an individual based on assignment.

**Note:** CDEM access will be granted to new employees on or after the start date.

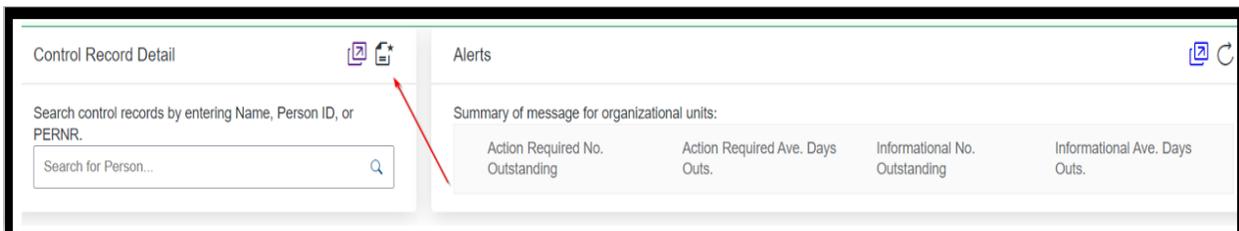
### Control Record Entry

1. Log into Cost Distribution Entry Module via MyUK, Enterprise Services, Cost Distribution Entry Module:



- Type the person's last name in the search field. If the person you are looking for does not show up, you will need to create a control record.

2. Click on Create Control Record



3. Type in Last Name or Person ID and click **Search for Person**. Click the box to the left of the individual's name, and then click the box to the left of the Perner to create a control record

PERNR	Pay Area	Begin Date	End Date	Org Unit	Org	Org Name
<input type="checkbox"/>	M1	02-22-2019	12-31-9999	30000067	81030	CAFE Business Center

You have now created a control record.



### **Next Steps**

**Existing employees:** Will have Commitments already entered into CDEM that pulled from their 1018 screen. If one of these commitments will be used for the employee's cost distribution, you do not need to enter a commitment. You are now ready to create a cost distribution.

**New employees:** You will now need to enter a Commitment(s) before you can begin to create a cost distribution.

Access the [ORG – CDEM Adding Commitment & Entering Cost Distribution](#).