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.

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.

3. Open Workday and on the homepage, top right-hand corner click your photo.

   **TIP:** If a custom profile picture has not been set, the profile picture will default to a cloud icon.

4. Click View Profile.

5. Click Overview on the left sidebar.

6. Click Organizations.

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.