Quick Reference Guide: Assign Costing Allocations

Keep in mind

- Costing allocations are maintained for employees in Workday through the *Assign Costing Allocations* task. Regardless of funding source or number of sources, all employees who receive compensation through Workday payroll are required to have costing allocations assigned.

- Assigning Costing Allocations will override the default FAS Account and FAS Sub Account values listed on the Organization Assignments. These default accounts are attached to the position when the position is first created. Costing Allocations should be assigned once a worker is moved into a position.

- Costing allocations can be assigned to a specific earning (i.e. housing allowance or vacation) or they can be assigned to an overall position.

- *Assign Costing Allocations* is a sub-process that appears in the Hire, Add Job and Change Job processes and can also be completed as a stand-alone process.

- Costing allocations must be finalized by noon of the bi-weekly or monthly payroll close.

- All employees, excluding staff and tenured faculty, must have end dates assigned to their costing allocations.

- For instructions regarding costing allocations for employees assigned to a ‘9 over 12’ job family, see page 5.

Information Needed

- FAS Account(s) and Sub Account(s) that will fund the position or earning.

- Applicable funding dates

- If more than one account is being used to fund the worker’s salary, the distribution percentages will be needed.
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Steps:

1. From the **Employee Profile**, click on the **Related Actions Icon** to display the menu of **Available Actions**. Hover over **Payroll** and click on **Assign Costing Allocation**.

![Assign Costing Allocation](image)

2. If assigning an allocation to an earning, use the **Prompt Icon** to select a **Position** and **Earning**, otherwise, select position only. Click **OK**.

![Assign Costing Allocation](image)

When assigning costing allocations, you should **not** change the effective date on this screen.
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To Add Costing Allocations:

4a. Click the Add button.

4b. Ensure the appropriate start date is entered and select an End Date if applicable.

Multiple FAS Accounts may be entered to fund a position or an earning.

If an update needs to be made to a worker’s costing allocations, end the current costing allocations by entering the end date in the End Date field. Add a new costing allocation and use the start date of the new costing allocation in the Start Date field. There cannot be a gap in costing allocations. For example, if one costing allocation ends on 12/31/2015, the new costing allocation must start on 01/01/2016.

You can select the Copy Costing Allocation option before adding a segment. The new costing allocation will display the same funding distribution and accounts as the previous. This saves time, especially when maintaining multiple funding accounts for one individual that experiences slight changes in funding allocations from month to month.

Remember, all employees, excluding staff and tenured faculty, must have end dates assigned to their costing allocations.
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To Override Default Accounts on either an earning or the position:

5a. Use the Prompt Icon to select the FAS Account for the Costing Override. The FAS Sub Account does not need to be overridden if it is not going to differ from the Sub Account that was assigned when the position was created.

5b. Update the Distribution Percent.

This step allows you to override the default funding entirely with alternative FAS Accounts or override only a portion of the default funding. The Distribution Percent must always add up to 100 on a costing allocation.

5c. Use the icons to add and remove rows within each costing allocation. To remove an entire costing allocation segment, click on the minus icon directly underneath the button.

6. Click on the Submit Icon to submit this task.

If you receive an error stating “The entered information does not meet the restrictions defined for this field. (Costing Override), this is due to an inactive FAS account or sub account.” This is a hard error which prevents the process from moving forward. If this occurs, remove all historical costing allocation lines associated with the entry containing the inactive account. Do this by clicking on the minus sign above ‘Copy Costing Allocation’. Costing allocation history can still be accessed through the Worker History.
7. You will see that this task has been successfully completed.

8. After completing the assignment of costing allocations at the earning level, you can assign another earning level costing allocation or assign costing allocations to the position by clicking **Assign Costing Allocation** under the Do Another header.

- If a separate costing allocation is needed for a specific earning, the costing allocation at the Earning level must be completed prior to the costing allocation at the Position level.

- Costing allocations must be set up at the position level at minimum. If the costing allocations set up at the position level expire, the FAS Account and FAS Sub Account listed on the default organizational assignments will be used to issue payment.

- Contract and award funds may not be allocated in Workday past the account’s end date.

- Salaries posted to the REGULAR – 912 (912) and MINISTERIAL HOUSING 912 (MH9) earn codes should generate an accrual entry to account for the 9 months of effort paid to individuals over 12 months. The accrual entry charges an account(s) for the individual’s effort and credits another account for the same amount. The net effect on all accounts and subaccounts is that the employee receives 1/12 of their salary each month of their appointment.
In Workday, a costing allocation needs to be created for the **REGULAR 9/12 ADJUSTMENT (ADJ)** earning, which is the accrual entry, to direct the credit entry to a unit’s appropriate operating account. Note that every individual who has a costing allocation for a position in a ‘9 over 12’ job family, a corresponding costing allocation needs to also be created for the accrual entry credit, ADJ.

When entering costing allocations for employees assigned to a ‘9 over 12’ job family, ensure that there is a separate costing allocation entered on the **REGULAR 9/12 ADJUSTMENT** earning level. The costing allocation for this earning should always have a subaccount of 1099 (faculty) or 1199 (other academic). The start date of the costing allocation should always align with the costing allocation start date on the position level.

**Related Reports:**

**Comp Spreadsheet with Costing Allocations** – View of all costing allocation assignments in the supervisory organizations to which you are assigned. This report can be used to view costing allocations that have been scheduled to end.