Payroll Accounting – HCM Subtasks

Last Updated 5/16
After completing this course, you will understand the following:

- Which business processes use costing allocation and costing override as a subtask
- How to process Inbox Tasks that are routed to you as part of the following Human Capital Management (HCM) Tasks:
  - Hire, Add Job, Change Job
  - Period Activity Pay
  - One-Time Payment
HCM Subtasks
<table>
<thead>
<tr>
<th>Workday Term</th>
<th>Definition</th>
<th>Legacy Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Process Subtask</strong></td>
<td>A task that can be embedded as an additional step within an overall Business Process (BP). Assigning a Costing Allocation will be a subtask for the Payroll Costing Manager as part of the Hire, Change Job, and Add Job BPs.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Period Activity Pay</strong></td>
<td>A type of compensation that can be set up to pay employees for activities they perform during a fixed period. Costing allocations for this type of pay are managed through <strong>Costing Overrides</strong> on the various Period Activity Pay assignments an individual may have. These are set up at the time of entry (Inbox task) and do not require setup of a separate Costing Allocation. These assignments are all managed under a single Position ID.</td>
<td><strong>Goal Payments</strong></td>
</tr>
<tr>
<td><strong>One-Time Payment</strong></td>
<td>A type of compensation that can be set up to pay employees for a single payment, such as a bonus. Costing Overrides can be entered at the time of entry (Inbox task) and do not require setup of a separate Costing Allocation at the pay component level (Worker-Position-Earning).</td>
<td><strong>One-Time Payments</strong></td>
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# HCM Subtasks | Costing Allocation Terminology

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<td><strong>Position ID</strong></td>
<td>The ID given in Workday for an employee's Position which begins with the letter P followed by 6 digits (ex. P123456). The Position contains pertinent job information such as Employee Type, Job Title, Time Type, Pay Rate Type, Default Weekly Hours, FTE, and Organization Assignments.</td>
<td>Assignment</td>
</tr>
<tr>
<td><strong>Position Restriction Costing Allocation</strong></td>
<td>In the case where no costing allocation is set up during an HCM business process like the Hire BP, costing defaults based on the worker's position restriction costing allocation.</td>
<td>Suspense</td>
</tr>
<tr>
<td><strong>Worker Position Costing Allocation</strong></td>
<td>Worker Position Costing Allocation is the type of costing allocation that distributes all earnings for a worker's position by a percentage based on the FDM values and worktags specified.</td>
<td>Assignment Level Schedule</td>
</tr>
<tr>
<td><strong>Worker Position Earning Costing Allocation</strong></td>
<td>Type of Costing Allocation for a specific worker based on a given Pay Component (e.g., salary pay, hourly wages, allowances, period activity pays, etc.) that can determine percentage-based costing across a set of FDM values and worktags.</td>
<td>Element Level Schedule</td>
</tr>
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</table>
Hierarchy – Employee earnings follow a preferential hierarchy of costing allocations, in the following order.

**Level 1:** Payroll Input (worktag overrides entered through payroll input, on-demand payments or manual payments)

**Level 2:** Worktag Values entered through Compensation (aka HCM Subtasks - One-Time Payments, Period Activity Payments)

**Level 3:** Worker Position Earning

**Level 4:** Earning (Earning for all workers)

**Level 5:** Worker Position

**Level 6:** Position Restriction

**Level 7:** Supervisory Org (supervisory org of a worker’s position)

**Level 8:** Default Orgs (HCM Org Assignments)
HCM Subtasks | Initiation of HCM Business Processes

Hire & Add Job –
- Initiation will not change.
- HR is only given a “basic” default set of worktags to use when setting up initial hires/positions.

Change Job –
- Initiation will not change.
- Not all will come to you. This will depend on the details of the change.

Period Activity Pay/One-Time Payments –
- Initiation will not change.
- Costing allocation, however, may be accomplished at the time of initiation, depending on who is initiating.
**HCM Subtasks | Hire/Add/Change Job - Key Considerations**

- **Hire or Add Job** – You will be creating the Costing Allocation from “scratch,” except for default values.

- **Change Job** – Examples: promotion or demotion. May have previous Costing Allocation in place that can be brought over and edited.

- **Start Dates** – Will default based on the **Effective Date**.

- **Completing Costing** – Follows the same validation rules and routing as a regular costing allocation.
Position –
Part of your review of Period Activity Pay (PAP) should be to ensure that it was entered for the correct Position.

Key Dates –
**Academic Period** is selected by the initiator of the PAP and the **Activity Dates** must fall within this period. **Activity Dates** must also fall within the Grant **Period of Performance** when using a Grant worktag.

Comments
If modifying details of the Period Activity Pay, enter comments for audit trail purposes.

Completing Costing –
Follows the same validation rules and routing as a regular costing allocation, except that certain **Activity Types** are not allowable on grants. If a grant worktag is selected for one of these types, you will get a validation error.
HCM Subtasks | One-Time Payment – Key Considerations

Position –
Part of your review of One-Time Payments should be to ensure it was entered for the correct Position.

Routing –
If the costing information is keyed by the initiator of the One-Time Payment and the costing is split between more than one Cost Center, it will route to each Cost Center’s Payroll Costing Manager. Only one needs to review.

Attachments –
The attachments area can be very valuable if the initiator includes an attachment that states the One-Time Payment Plan, Effective Date, and Total Requested Amount. This document can then be used to verify that nothing was inadvertently changed.

Completing Costing –
Follows the same validation rules and routing as a regular costing allocation, except that certain Payment Plans are not allowable on grants. If a grant worktag is selected for one of these plans, you will get a validation error.
Now that you have completed this course you should **understand the following**:

- Which business processes use costing allocation and costing override as a subtask
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Thank you!