

**Hire, Add Job, Change Job - Overview**

Hire, Add Job, and Change Job are all Workday HCM (Human Capital Management) processes that trigger actions for **Payroll Costing Managers**. This Quick Reference Guide (QRG) will walk through what the Payroll Costing Manager will do upon receipt of the item in their “My Tasks” inbox in Workday.

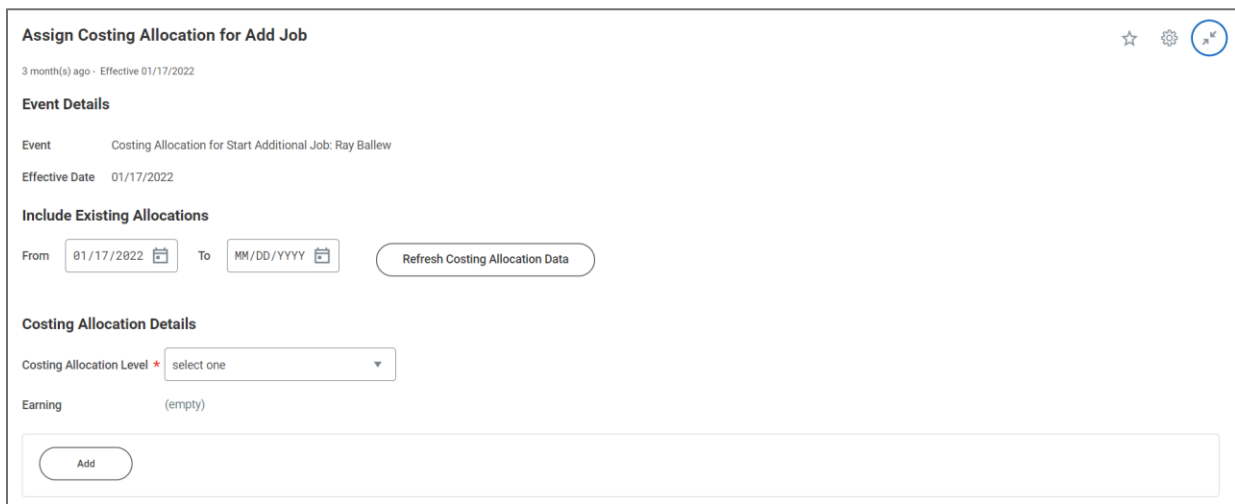
**Hire, Add Job, Change Job**

On the Workday **Home** screen:

- 1) Navigate to your **My Tasks** inbox.  
Click the My Tasks icon in the upper right-hand corner of the Home Screen.

In the **Inbox**:

- 2) Select the Inbox message pertaining to the **Hire, Add Job, or Change Job**.  
The message will open in the right-hand pane of your inbox. For each of these business processes, the appearance of the message is identical, except for the task name.



Under **Include Existing Allocations**:

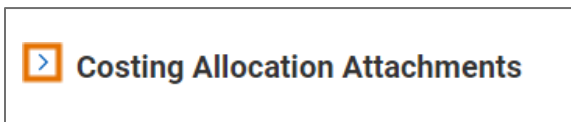
- 3) (Optional) Enter **From** and **To** dates and click **Refresh Costing Allocation Data**.  
This step is only applicable if the task is for Change Job and you want to bring forward previous/existing costing allocation(s) to copy.

Under **Costing Allocation Details**:

- 4) **Costing Allocation Level** (required): Select **Worker and Position** from the drop-down menu.
- 5) Click **Add** button.




- 6) Modify/enter **Start Date** and **End Date**, if required.  
Start Date will default to the effective date of the business process. End Date is optional unless using a Grant Worktag or creating multiple consecutive costing allocations.
- 7) Add **Costing Allocation Attachments**, if applicable.  
Select the (>) icon to enable attachment of any relevant documents. Drag and drop the file to the field or select “**Select files**” to navigate local documents.



In the table:

- 8) Enter costing allocation worktags and distribution percent:
  - **Costing Company** – Must be updated if the worker’s pay is being allocated to another Company’s FDM string (e.g., if a Rector and Visitors employee is being funded by the Medical Center or University Physicians Group).
  - Select desired **Gift, Grant, Designated** or **Project** – required if Rector & Visitors or Wise is selected as Costing Company (or is the Worker’s Company). These are driver worktags, therefore may populate related worktags (e.g., **Fund, Cost Center, or Function**).
  - **Cost Center** – If a **Gift, Grant, Designated,** or **Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
  - **Function** – If a **Gift, Grant, Designated,** or **Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
  - **Program**, if desired.
  - **Optional Worktags** (e.g., Activity, Assignee, Location, Business Unit, etc.), if desired.
    - **Distribution Percent** – The Distribution Percent field is used to identify how much of each line will be applied toward the final costing allocation. The distribution percent total must add up to 100% and must be entered in percentages.

 <p><b>NOTE</b></p>	<b>Important information if allocating to Grants:</b>	
	<b>Dates</b>	The <b>Start Date</b> and <b>End Date</b> of the costing allocation must fall within the Award Line start and end dates when allocating any portion of costs to grant worktag(s).
	<b>Cost Share</b>	If a cost share grant is selected, a set of default worktags will auto-populate. However, there may be alternative allowable worktags that can be selected (as previously established during the Award Setup process).

	<ul style="list-style-type: none"> <li>• Add allowable worktags by clicking into the search field and selecting the radio button next to the desired worktag (only allowable worktags will display)</li> </ul>
<p><b>NIH Salary Cap</b></p>	<p>If a costing allocation involves a grant subject to the <b>NIH Salary Cap</b>, you may need to create additional lines to allocate salary over the cap to non-sponsored funds. Each NIH funded grant will be set up with allowable worktags for this purpose.</p> <ol style="list-style-type: none"> <li>1. First, determine if the Salary Cap applies to the individual:             <ol style="list-style-type: none"> <li>a. Open Workday in another tab and type the employee’s name in the search field and select the Employee.</li> <li>b. Click on the <b>Compensation</b> menu item in the left-side menu.</li> <li>c. If <b>Total Salary &amp; Allowances</b> is above the <a href="#">NIH Salary Cap</a>, proceed to Step 2.</li> </ol> </li> <li>2. Use this <a href="#">calculator tool</a> to determine the distribution percent that can be allocated to the Grant and how much needs to be covered by non-sponsored funds.             <ol style="list-style-type: none"> <li>a. Enter the amounts in the following fields:                 <ul style="list-style-type: none"> <li>○ <b>UVA Institutional Base Salary</b></li> <li>○ <b>DHHS Salary Cap</b></li> <li>○ <b>Budgeted Effort: %</b></li> </ul> </li> </ol> </li> <li>3. Split the allocation as follows:             <ol style="list-style-type: none"> <li>a. One allocation line for the salary that can be charged to the NIH Grant (based on the NIH Salary Cap for the year):                 <ul style="list-style-type: none"> <li>○ Enter the NIH Grant Worktag</li> <li>○ In the Distribution Percent field, enter the % calculated in the calculator for <b>“IBS monthly salary amount to charge to grant.”</b></li> </ul> </li> <li>b. One (or more) allocation line(s) for the salary over the cap amount:                 <ul style="list-style-type: none"> <li>○ Enter the NIH Grant Worktag <b>and</b> allowable worktags to identify non-sponsored fund source (i.e., Gift or Designated). Ensure the non-sponsored Fund is used for this allocation line.</li> <li>○ In the Distribution Percent field, enter the % calculated in the calculator for <b>“IBS monthly salary over the cap salary amount that needs to be covered from non-sponsored worktags.”</b></li> </ul> </li> </ol> </li> </ol>

9) Add new row(s) to split the distribution percent/amount between more than one set of worktags, if desired:

a. Select the plus button to add new row(s) and allocate costs to worktags



b. Enter costing worktags as in Step 9.

- c. Enter **Distribution Percent** - In allocations where the distribution is split, each line must have a percentage and amount identified. The distribution percent fields must total 100% and the amount fields must add up to the total amount of the Period Activity Pay.

10) Enter Comment (required) for costing allocation.

11) Click the **Submit** button to submit the Costing Allocation.

You have successfully completed this task!