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Assign Costing Allocation Overview

This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Managers** and **Payroll Costing Specialists** through the task of Assign Costing Allocation. This task is used for assigning initial costing allocations and for managing/editing existing costing allocations. Use this Quick Reference Guide when assigning or editing any of the following types of costing allocation:

- Worker Position
- Worker Position Earning
- Position Restriction

NOTE	When assigning or managing costing allocations involving a Federal Work Study (FWS) grant work tag, refer to the specific Quick Reference Guide for more detailed instruction: Assign Costing Allocation - FWS
	A person cannot Assign Costing Allocation for oneself. If you need to assign/manage your own costing allocation, refer to the Quick Reference Guide: Request Costing Allocation for Oneself

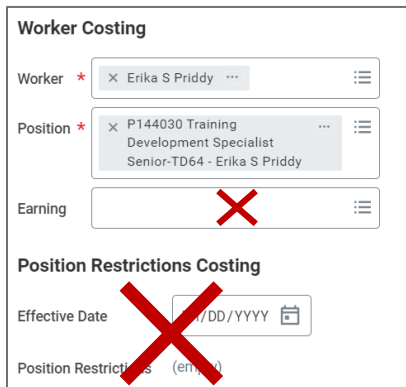## Assign Costing Allocation Procedure

On the Workday **Home** screen:

1) Type **Assign Costing Allocation** in the search field.
2) Select the **Assign Costing Allocation** task from the Search Results.
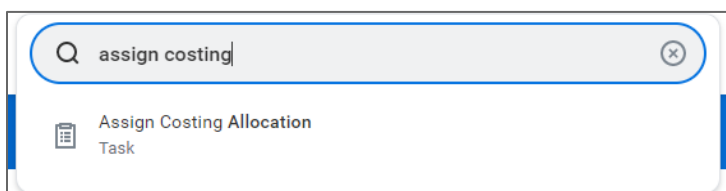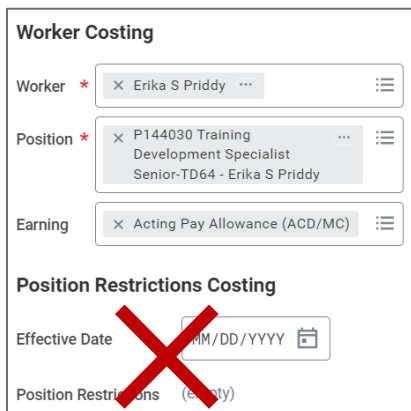

In the **Assign Costing Allocation** window:

3) Scroll to the **Include Existing Allocations** section:
   a. Select **From** and **To** dates, to determine which existing or previous Costing Allocations display on the next screen:
      - **From:** Defaults to today's date. Leave as-is unless you wish to pull previous costing allocations for review.
      - **To:** Leave blank unless you wish to limit the existing allocations for inclusion.

- To assign a **Worker Position** costing allocation, complete Step 4.
- To assign a **Worker Position Earning** costing allocation, complete Step 5.
- To assign a **Position Restriction** costing allocation, complete Step 6.

4) To assign/modify a **Worker Position** costing allocation:

a) Complete the following fields in the **Worker Costing** section.
   - **Worker** – Select the worker for whom to assign or edit the costing allocation.
   - **Position** – Upon selection, this field will auto-populate with the *primary position*. Change, if needed by clicking the list icon and selecting from available options.
   - **Earning** – Leave blank. When left blank, the allocation instructions apply to all earnings for the worker and their position.
b) Leave the **Position Restrictions Costing** section blank.
c) Proceed to [Step 7](#).

5) To assign/modify a **Worker Position Earning** costing allocation:

a) Complete the following fields in the **Worker Costing** section.
   - **Worker** – Select the worker for whom to assign or edit the costing allocation.
   - **Position** – Upon selection, this field will auto-populate with the *primary position*. Change, if needed by clicking the list icon and selecting from available options.
   - **Earning** – Type in the Earning Type for which you want to set up the allocation or click on the list icon and select from available options. *Do not select an inactive earning.*
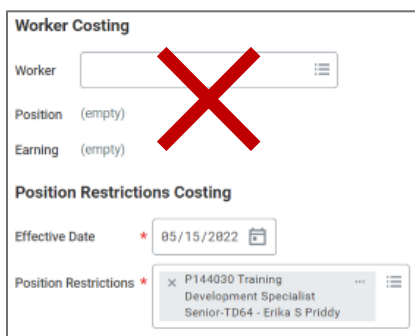
NOTE	**Examples:** Auto Allowance, Temp Service Fee, Administrative Supplements, Acting Pay, Educational Benefit (Departmental), . Any Earnings on a Worker Position Earning costing allocation will pay from the FDM string identified and the remainder of earnings (regular pay, etc.) not identified will be charged according to any other costing allocations set up.

b) Leave the **Position Restrictions Costing** section blank.
c) Proceed to **Step 7**.

6) To assign/modify a **Position Restrictions** costing allocation:

NOTE	A **Position Restriction Costing Allocation** determines where the payroll earnings default if no other costing allocation is set up, or if one end-dates and is not updated.

a) Leave the fields in the **Worker Costing** section blank.
b) Complete the following fields in the **Position Restrictions Costing** section.
   - **Effective Date** – Defaults to today's date. Change, if needed.
   - **Position Restrictions** – Type in the Position Number and hit Enter.

c) Proceed to **Step 7**.

7) Select **OK** to proceed. After selecting OK, a new **Assign Costing Allocation** screen will display:

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Depending on whether there are existing costing allocations in place and what was selected in the **Include Existing Costing Allocations** section of the previous screen, other costing allocations may appear in the table.

- If no current costing allocation is in place, proceed to Step 8.
- If there is/are current costing allocation(s) in place, and you want to modify or add a costing allocation, proceed to Step 9.

8) Begin a new costing allocation:
   a) **Copy Costing Allocation** – Leave box unchecked.
   b) **Start Date** – Will auto-populate to today's date. Edit this field to indicate the date the Costing Allocation is to take effect.
   c) **End Date** – Required only if a Grant worktag will be used in the Costing Allocation or you will be assigning subsequent future-dated costing allocations. Otherwise, the Costing Allocation can be left open-ended.
   d) **Costing Allocation Attachments** (optional) – 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.
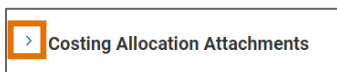
e) Proceed to Step 10.

9) Modify or add a costing allocation:
   a) **End Date** the existing costing allocation. Enter or modify an End Date that is *before* your new allocation Start Date.
   b) Copy existing allocation table **or** create a new one:
      - Check the box next to **Copy Costing Allocation** if the new allocation will use any of the same lines or worktags as the existing allocation. This will save you from having to re-key all data fields.

         OR

      - Select the **Add** button to add a new table.

         Add

   c) **On the NEW allocation table** (the one with today's date in the Start Date and no End Date), enter:
      - **Start Date** – Will auto-populate to today's date. Edit this field to indicate the date the Costing Allocation is to take effect.
        Note: Any error(s) that appeared regarding "costing allocation interval dates" should clear after you update the Start Date.
      - **End Date** – Required only if a Grant worktag will be used in the Costing Allocation or you will be assigning subsequent future-dated costing allocations.
      - **Costing Allocation Attachments** (optional) – 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.

         > Costing Allocation Attachments

   d) Proceed to Step 10.

NOTE	While the system will allow for users to "update" Costing Allocations using the steps below, this overwrites the existing allocation, making tracking in reports difficult. **The best practice is to end-date the existing allocation and then assign a new allocation, as outlined above.**
	
	To update an existing allocation (ONLY if a payroll period has <u>not</u> posted for this allocation):
	   o Select the allocation table to be updated.
	   o Edit desired worktags (See Step 10 for required fields)
	   o Use plus/minus buttons to add or remove rows, if desired.
	
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	   o Update distribution percent, if desired. The distribution percent total must add up to 100%.
	
	Entering or correcting a costing allocation for a pay period that has already processed does NOT automatically reallocate pay. A Payroll Accounting Adjustment Specialist will need to create a Payroll Accounting Adjustment.

10) In the costing allocation table(s), complete the following fields:

- **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.
- **Optional Worktags** – Additional optional worktags (e.g., Program, Activity, or Assignee) can be entered as 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. In allocations where the distribution is split, each line must have a percentage identified.

	Important information if allocating to Grants:
Dates	The **Start Date** and **End Date** of the costing allocation must fall within the Award Line start and end dates when allocating any portion of costs to grant worktag(s).
Cost Share	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). • Add allowable worktags by clicking into the search field and selecting the radio button next to the desired worktag (only allowable worktags will display) *Cost share for clinical physicians: If you need to cover cost share using UPG labor expenses, start the Assign Costing Allocation procedure over and ensure you select the faculty's clinical position. When assigning the costing allocation, create a separate allocation line using the Cost Share Grant and allowable non-sponsored worktag(s) to separately track these costs. Also select the R&V Company worktag.*
NIH Salary Cap	If a costing allocation involves a grant subject to the **NIH Salary Cap**, 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.

		1. First, determine if the Salary Cap applies to the individual:
		   a. Select the **View Related Information** icon to display Employee Information, which includes Institutional Base Salary:
		
		   b. Select the hyperlinked **"Calculator Tool"** at the top of the Costing Allocation screen to calculate the salary over the cap and percentage split (this opens an Excel document).
		
		2. If needed, split the allocation as follows:
		   a. One allocation line for the salary that can be charged to the NIH Grant (based on the NIH Salary Cap for the year):
		     o Select the NIH Grant Worktag.
		   b. One (or more) allocation line(s) for the salary over the cap amount:
		     o Select the NIH Grant Worktag **and** allowable worktags to identify non-sponsored fund source (i.e., Gift or Designated). Ensure the non-sponsored Fund is used for this allocation line.
		
		Salary Cap for clinical physicians: If you need to use UPG funds to cover salary over the cap, start the Assign Costing Allocation procedure over and ensure you select the clinical position. When assigning the costing allocation, create a separate allocation line using the NIH Grant worktag and allowable non-sponsored worktag to separately track these costs. Also select the R&V Company worktag.

	Temp workers	If allocating any portion of a temp worker's pay to federal grants, you will be required to complete a separate task after completing this one. This task will direct you to assign a Worker-Position-Earning costing allocation to allocate the Temp Service Fee to a funding source other than the federal grant.

11) Assign additional costing allocation lines (if necessary) by selecting the (+) icon. To remove a costing allocation line, select the (-) icon.

For each added line, repeat Step 10.

12) Enter a **Comment** (required) – include details about why this Costing Allocation is being keyed for audit trail purposes (Example: If modifying a costing allocation, include details regarding new end-dates or distribution percentage changes).

13) Select **Submit.**

Errors, if any, will be displayed and must be corrected before the process is complete. Selecting Cancel will delete all activity keyed during the session.

You have successfully completed this task.