

Costing Allocation: Temp Service Fee

This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Managers** through the task of assigning a Worker Position Earning costing allocation for the Temp Service Fee when required.

The Temp Service Fee *cannot be allocated* to a federal grant. When a Temp Worker’s wages are being costed to a federal grant, a separate Worker Position Earning costing allocation must be created so the fee can be charged to other worktags. To make this easier, Workday sends a task to the individual that initiated the original costing allocation, prompting them to create this additional costing allocation.

	<p>Complete this task as soon as possible. The business process for the original costing allocation <u>will not</u> be paused while this task is in progress.</p>
<p>NOTE</p>	<p>If you do not complete this task in a timely manner, an OSP Grants Compliance Reviewer will assign it to your labor suspense worktags.</p>

Assign a Worker Positon Earning Costing Allocation for Temp Service Fee

From the **Up Next** notification:

You have submitted

Up Next: Erika S Priddy | Assign a Worker-Position-Earning Costing Allocation for Temp Service Fee | Due Date 11/16/2022

[View Details](#)

To Do

1. Click on the **To Do** button, then skip to Step 3.

Or from the Workday **Home** screen:

1. Click on the **My Tasks** icon.



2. Select the task to “Assign a Worker-Position-Earning Costing Allocation for Temp Service Fee” from your inbox.

Worker: Jane Doe
 Position: Temp B - Jane Doe
 Earning: Temp Service Fee

Include Existing Allocations
 From: 11/14/2022 To: (empty)

Copy Costing Allocation

Start Date: 11/14/2022
 End Date: MM/DD/YYYY

Default Organizational Assignments (As of Start Date)
 Company: The Rector & Visitors of the University of Virginia
 Cost Center: CC1260 MD-MICR Microbiology
 Fund: FD002 Unrestricted Local Fund
 Location: PINN HALL

> **Costing Allocation Attachments**

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Gift	Grant	Designated	Project	Fund	Cost Center
	Company: The Rector & Visitors of the University of Virginia Cost Center: CC1260 MD-MICR Microbiology Fund: FD002 Unrestricted Local Fund Location: PINN HALL								

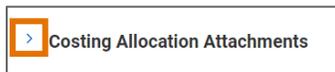
Submit Save for Later Cancel

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 9](#).
- If there is/are current costing allocation(s) in place, and you want to modify or add a costing allocation, proceed to [Step 10](#).

9. Begin a new costing allocation:

- Copy Costing Allocation** – Leave box unchecked.
- Start Date** – Will auto-populate to today’s date. Edit this field to indicate the date the Costing Allocation is to take effect.
- 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.
- 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.



- Proceed to [Step 11](#).

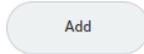
10. Modify or add a costing allocation:

- End Date** the existing costing allocation. Enter or modify an End Date that is *before* your new allocation Start Date. It is likely that you will want the end date for the Temp Service Fee to align with the end date used on the Worker Position costing allocation.
- 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.



- 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 same start date as the Worker Position costing allocation (recommended).

Note: Any error(s) that appeared regarding “costing allocation interval dates” should clear after you update the Start Date.

- **End Date** – Use the same end date as the Worker Position costing allocation (recommended).
- **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.



- d) Proceed to [Step 11](#).



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 not posted for this allocation):

- Select the allocation table to be updated.
- Edit desired worktags (See Step 11 for required fields)
- Use plus/minus buttons to add or remove rows, if desired.



- 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.

11. Complete the following fields for new or added allocations:

- a) Select desired **Gift, Grant, Designated** or **Project**. Upon selection, **Fund, Cost Center, Function, and Additional Worktags** may auto-populate (Note: You cannot use a Federal Grant with FD021 on this allocation).

- b) **Cost Center** – If a **Gift, Grant, Designated, or Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- c) **Function** - If a **Gift, Grant, Designated, or Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- d) **Distribution Percent** – Defaults to 100% on the first line created. Change if needed.

12. Select the (+) icon to assign an additional costing allocation to split the distribution, if required. To remove a costing allocation line, select the (-) icon.



For each added line, repeat [Step 11](#), ensuring proper split of distribution percentages.

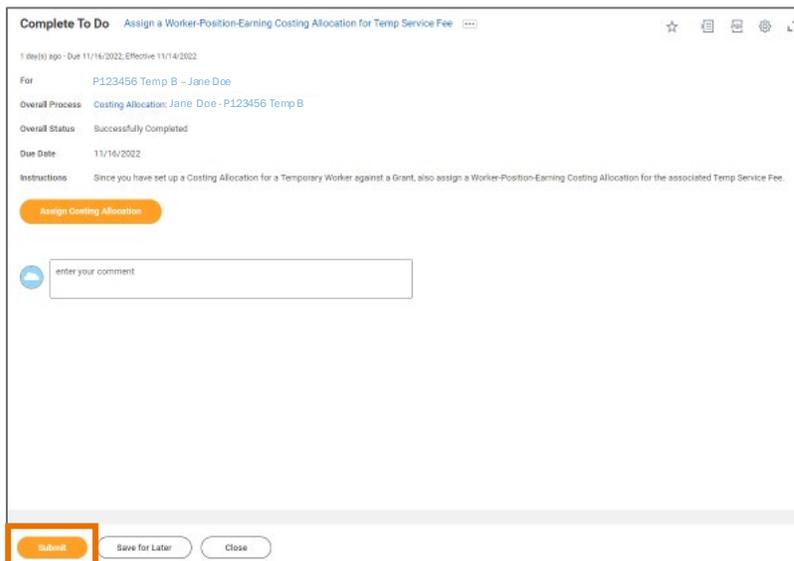
13. Enter a **Comment**(required) – include details about why this Costing Allocation is being keyed for audit trail purposes.

14. 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.

From your Task in Workday:

15. Click the **Submit** button. This will remove the task from your inbox.



You have successfully completed this task.