

Payroll Accounting – HCM Subtasks





**MODULE 1:
INTRODUCTION AND KEY CONCEPTS**

Introduction | Welcome!

Audience:

Payroll Costing Managers

Purpose:

Respond to Inbox tasks triggered by the following Business Processes: Hire/Add Job/Change Job, One-Time Payments, or Period Activity Pay



HCM Subtasks | Key Terminology

Workday Term	Definition
Business Process Subtask	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.
Period Activity Pay	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 Costing Overrides 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.
One-Time Payment	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).

HCM Subtasks | Costing Allocation Terminology

Workday Term	Definition
Position ID	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.
Position Restriction Costing Allocation	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.
Worker Position Costing Allocation	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.
Worker Position Earning Costing Allocation	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.

HCM Subtasks | Initiation of HCM Business Processes



Hire & Add Job –

- HR is only given a “basic” default set of worktags to use when setting up initial hires/positions.



Change Job –

- Not all will come to you. This will depend on the details of the change.



Period Activity Pay/One-Time Payments –

- Costing allocation, however, may be accomplished at the time of initiation, depending on who is initiating.



**MODULE 2:
HIRE/ADD JOB/CHANGE JOB**

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.

Include Existing Allocations

From To



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



Completing Costing – Follows the same validation rules and routing as a regular costing allocation.



**MODULE 3:
PERIOD ACTIVITY PAY**

HCM Subtasks | Period Activity Pay – Key Considerations



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.



**MODULE 4:
ONE-TIME PAYMENT**

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. All One-Time Payments will still route to Finance Approvers.



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.