Costing Allocations

March 2020

UNIVERSITY of VIRGINIA

Costing Allocations

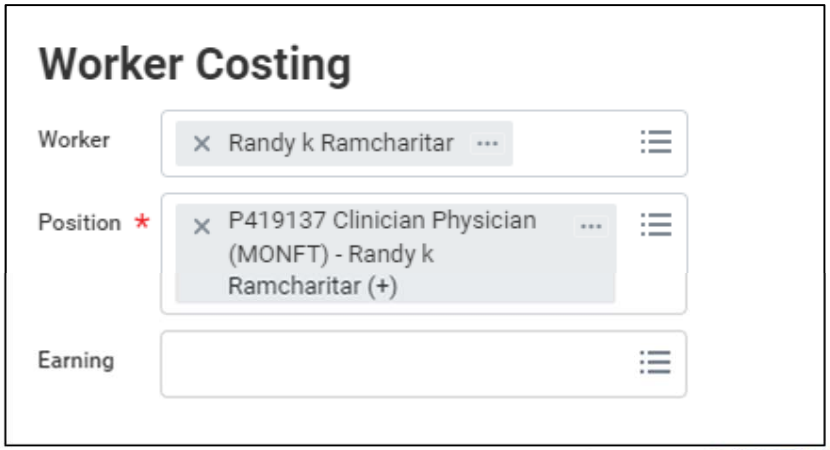
- Costing Allocations are used for Medical Center (MC) and the University Physicians Group (UPG) workers and are Workday's equivalent to Oracle Labor Distribution

- Oracle PTAOs are setup as custom Accounting Strings tied to a Custom Department in Workday **upon request**

- Costing Allocations should be assigned *based on the entity that the individual works for* (e.g., MC- prefix segments should only be applied to an MC employee; UPG- prefix segments should only be applied to a UPG employee)

Costing Allocation Levels

- In many instances, the Costing Allocation Level should be set at Worker-Position, not Worker-Position-Earning.
  - Worker-Position allocates *all* payroll expenses to the desired costing split.
  - Worker-Position-Earning costing allocation only applies the specified earning to the desired costing split (similar an element-level schedule in Oracle LD).



Workday Job Aids

- Assign Costing Allocation:
  https://virginia.box.com/s/ar2ljs4bz2adlqqhaqfleofpuqerbsk4

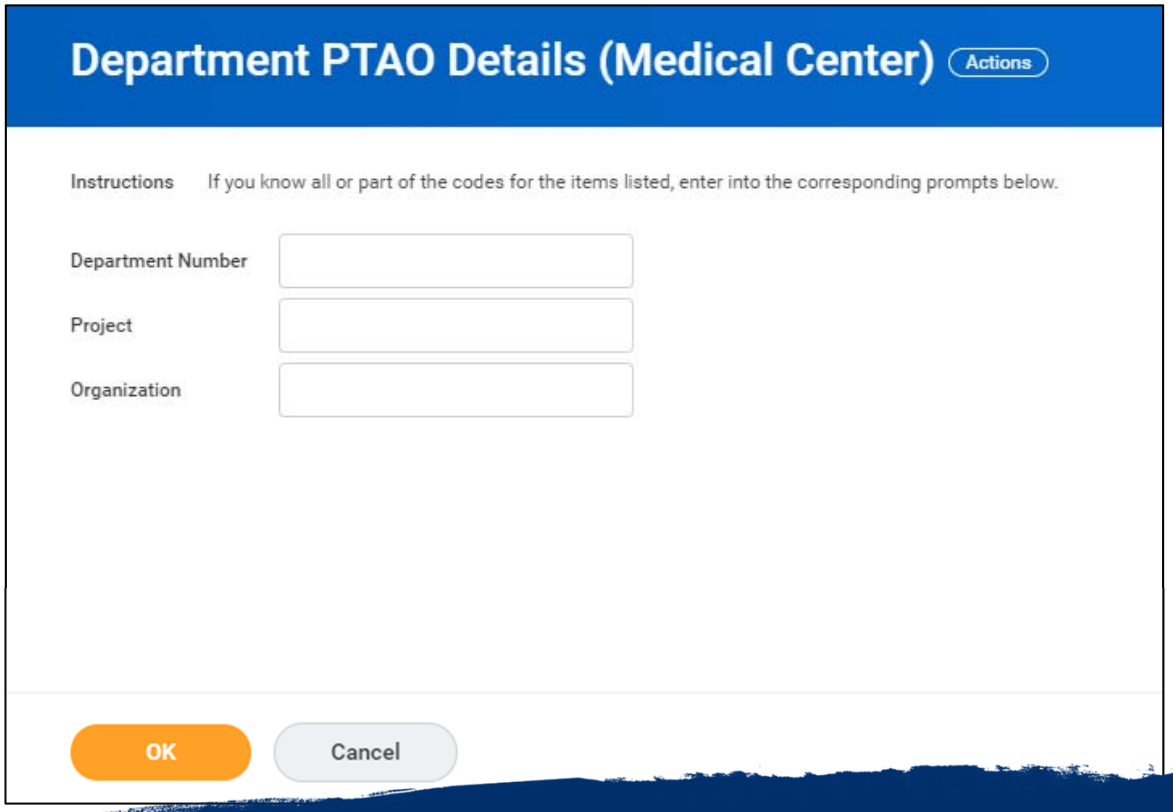
- Update Costing Allocation:
  https://virginia.box.com/s/4t1f5j3nac2zk1adzjhviaehg1jvo1pa

Medical Center Departments & Accounting Strings

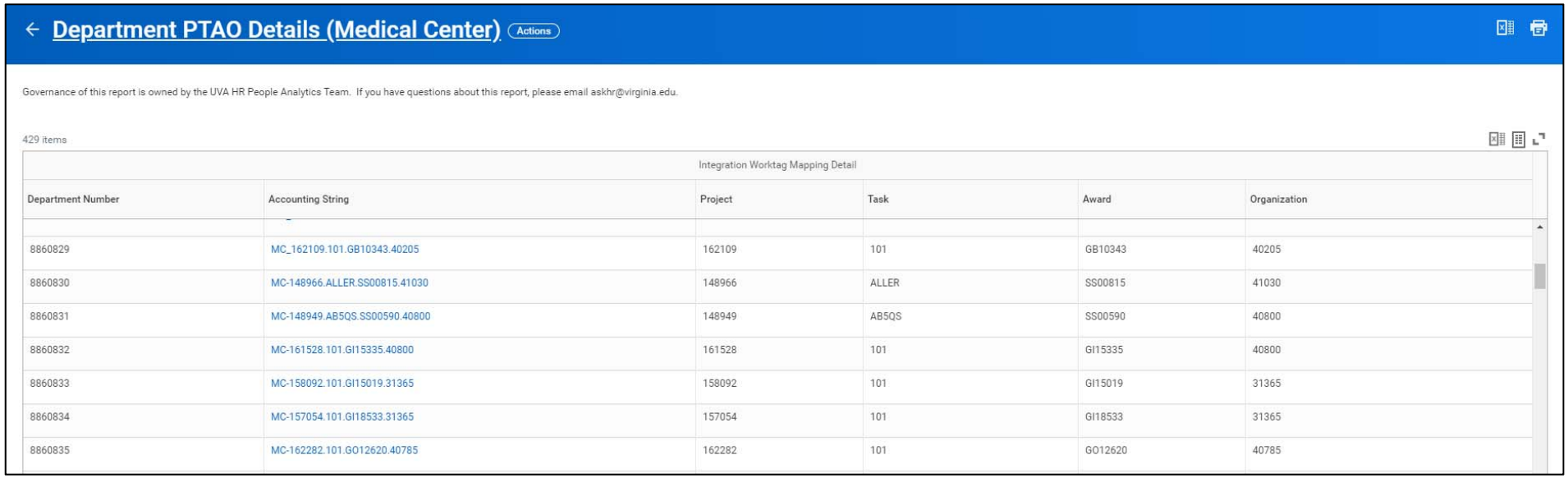
- MC Costing Allocations (when charging an ACD PTAO) require both a Custom Department and Accounting String which are setup upon request
    - Department Numbers are required for clock-in purposes in Kronos; there is a mapping table that ties the Department to the correct Accounting String (PTAO) when the hours are integrated to Workday Payroll
    - Department Numbers tied to an Accounting String will begin with an 8 or 9 (8xxxxxxx or 9xxxxxxx)

Department PTAO Details (Medical Center)

- If you are entering a Costing Allocation for a Medical Center worker's payroll expense to charge an Academic PTAO, search for and run the '**Department PTAO Detail (Medical Center)'** report to validate that the PTAO exists in Workday.



Department PTAO Details (Medical Center)



Department PTAO Details (Medical Center) Actions

Governance of this report is owned by the UVA HR People Analytics Team. If you have questions about this report, please email askhr@virginia.edu.

429 items

		Integration Worktag Mapping Detail			
Department Number	Accounting String	Project	Task	Award	Organization
8860829	MC_162109.101.GB10343.40205	162109	101	GB10343	40205
8860830	MC-148966.ALLER.SS00815.41030	148966	ALLER	SS00815	41030
8860831	MC-148949.AB5QS.SS00590.40800	148949	AB5QS	SS00590	40800
8860832	MC-161528.101.GI15335.40800	161528	101	GI15335	40800
8860833	MC-158092.101.GI15019.31365	158092	101	GI15019	31365
8860834	MC-157054.101.GI18533.31365	157054	101	GI18533	31365
8860835	MC-162282.101.GO12620.40785	162282	101	GO12620	40785

Requesting Creation of an MC Department & Accounting String

If the PTAO does not exist in Workday, you must contact AskHR@virginia.edu to request setup of the custom department and accounting string (PTAO) combination. The following information should be included:

Email Subject Line: Setup New MC Department and Accounting String – Assign to Workday & Technology Queue

Department Name: The department name must be unique and should align in some way with the work being done (i.e., grant name)

Accounting String (PTAO): Project.Task.Award.Organization

Start Date: This will be the effective date of the newly created Department and Accounting String in Workday.

Once created, the Workday & Technology team will provide you with an 8xx or 9xx MC department number that corresponds to the new Accounting String (PTAO).

UPG Departments & Accounting Strings

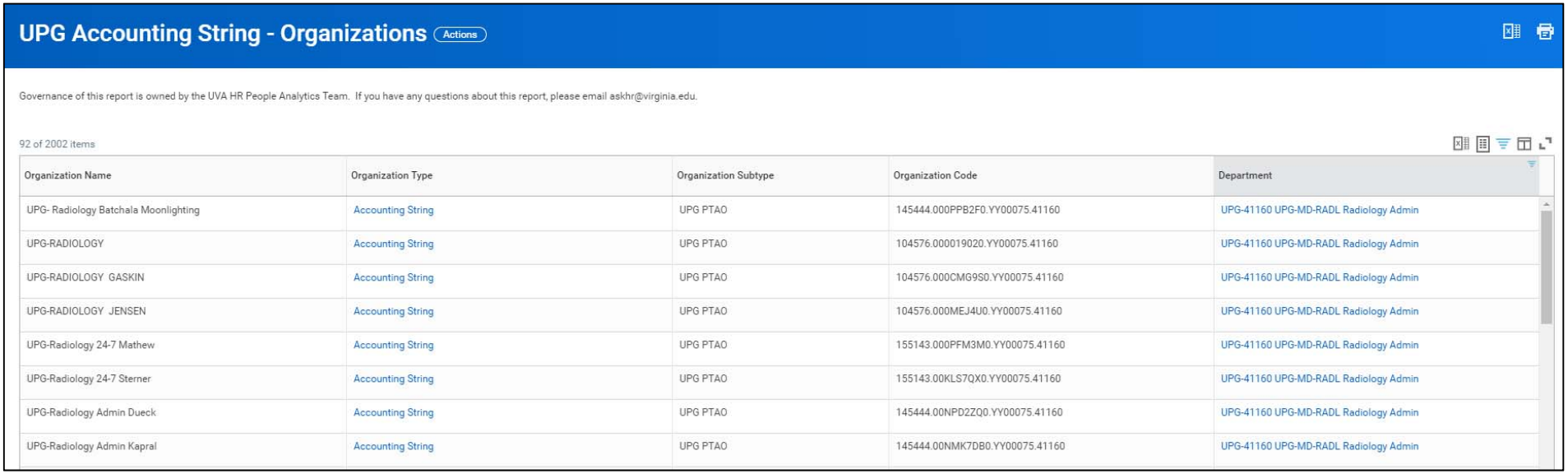
- UPG Costing Allocations (when charging an ACD PTAO) require creation of a named Custom Accounting String which gets tied to a UPG-4xxxx (Oracle SOM Org) Department

- Epicor requires the Custom Accounting String to be formatted as follows:
    - **Project** – 6
    - **Task** – 8 (w/ 0s preceding as needed)
    - 0 separator
    - **Award** – 7
    - **Organization** – 5

Project	Zero Added to Start of Task as Needed	Task	Zero Separator Added to End of Task	Award	Org	UPG-PTAO for Epicor
148637	000	SS6RY	0	YY00070	40761	148637000SS6RY0YY0007040761

UPG Accounting String - Organizations

- If you are entering a Costing Allocation for a University of Virginia Physicians Group (UPG) worker's payroll expense to charge an Academic PTAO, search for and run the '**UPG Accounting String – Organizations'** report to validate that the PTAO exists in Workday.



UPG Accounting String - Organizations Actions

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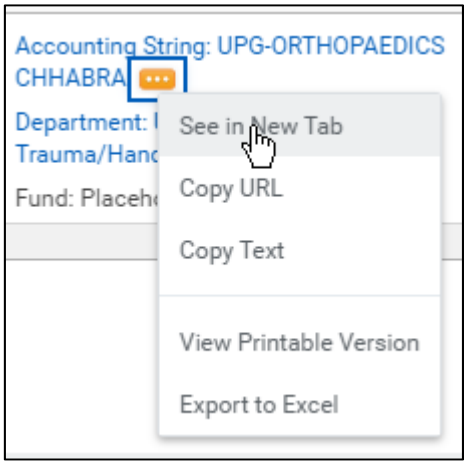
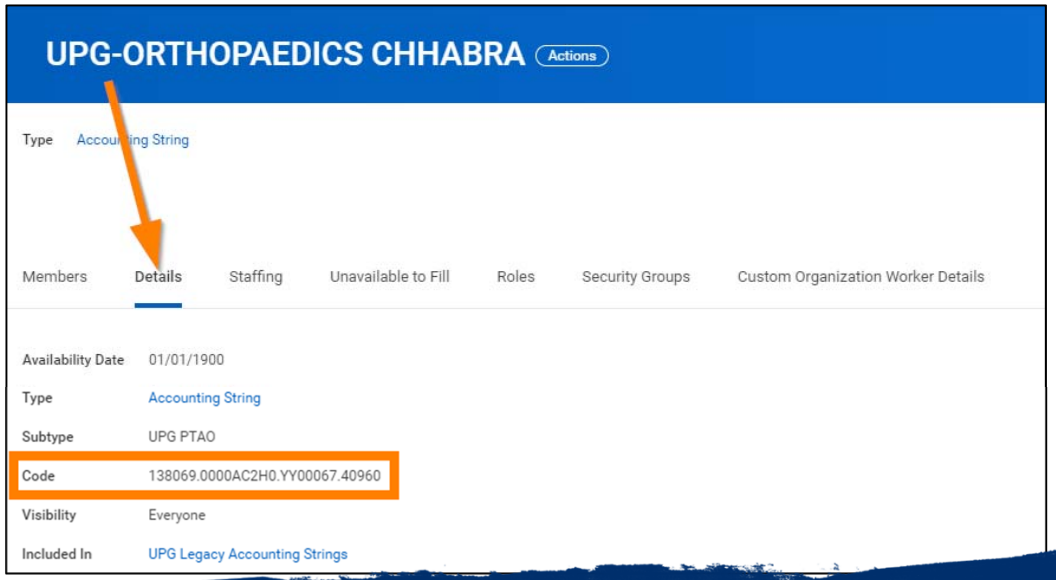
Organization Name	Organization Type	Organization Subtype	Organization Code	Department
UPG- Radiology Batchala Moonlighting	Accounting String	UPG PTAO	145444.000PPB2F0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-RADIOLOGY	Accounting String	UPG PTAO	104576.000019020.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-RADIOLOGY GASKIN	Accounting String	UPG PTAO	104576.000CMG9S0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-RADIOLOGY JENSEN	Accounting String	UPG PTAO	104576.000MEJ4U0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-Radiology 24-7 Mathew	Accounting String	UPG PTAO	155143.000PFM3M0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-Radiology 24-7 Sterner	Accounting String	UPG PTAO	155143.00KLS7QX0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-Radiology Admin Dueck	Accounting String	UPG PTAO	145444.00NPD2ZQ0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin
UPG-Radiology Admin Kapral	Accounting String	UPG PTAO	145444.00NMK7DB0.YY00075.41160	UPG-41160 UPG-MD-RADL Radiology Admin

UPG Accounting String Tips

- Unlike Medical Center (“MC-”) Accounting Strings in Workday which show the PTAO information within the front end interface, UPG Accounting Strings are named and the PTAO lives within the backend code.
- To navigate to/see the PTAO information, hover over the “Related Actions” icon by the Accounting String Name (the blue hyperlink), right click, and select “See in New Tab”. Then navigate to the “Details” tab.





Requesting Creation of a UPG Accounting String

If the PTAO does not exist in Workday, you must contact AskHR@virginia.edu to request setup of the custom department and accounting string (PTAO) combination. The following information should be included:

- **Email Subject Line:** Setup New UPG Department and Accounting String – Assign to Workday & Technology Queue
- **Department**: e.g., UPG-41025 UPG-MD-PEDT Pediatrics Admin
- **Accounting String Name**: e.g., UPG-Pediatrics Kellams
- **ACD PTAO to be Charged**: e.g., 103673.000ALK9C0.YY00072.41025*
- **Start Date**: This will be the effective date of the newly created Department and Accounting String in Workday.

*ACD PTAO to be Charged should conform to Epicor formatting requirements previously mentioned.

Costing Allocation Overrides for Period Activity Pays (PAPs) and One-Time Payments (OTPs)

- Information entered in the comment field on PAPs and OTPs in Workday does not actually apply the payment to an Accounting String (PTAO). It's strictly informational.
- If a PTAO is being used for the payment, then the costing allocation entry, including department and accounting string (PTAO) will be required or the payment will default to the costing allocation of the MC or UPG primary job

Funding Adjustments

- To adjust Costing Allocations that processed in a prior payroll, complete a Payroll Funding Adjustment form linked below. Completed forms are routed in Salesforce to the Payroll Accountant for processing.
  - **Be sure to coordinate updated costing allocation schedules so future payroll expenses post correctly.**
- Funding adjustments must be requested and completed sequentially. Be sure to review ALL payroll accounting results for an impacted worker prior to completing the request form.

- **Medical Center Payroll Funding Adjustment:** https://payroll.vpfinance.virginia.edu/medical-center-payroll-funding-adjustments
- **UPG Payroll Funding Adjustment:** https://payroll.vpfinance.virginia.edu/upg-payroll-funding-adjustments

ISP Uploads to Oracle – Medical Center

- On-cycle MC payroll expenses charged back to ACD PTAOs are loaded after every bi-weekly payroll
  - Fallout corrections and funding adjustments are processed in Workday as requested, however, this type of activity is only picked up on the 1st of every month for the prior month's activity. It may take until the middle of the month for MC to reconcile and load these expense in Oracle.
- Oracle Expenditure Types (OTPS)
  - MC Labor expenses charge Svcs, Cntrct Labor, Med Ctr
  - MC Fringe allocation charges Svcs, Cntrct Labor FB, Med Ctr
    - https://payroll.vpfinance.virginia.edu/medical-center-fringe-rates
- Transaction Source = GMSA-MED
  - https://recon.vpfinance.virginia.edu/sites/recon.virginia.edu/files/ISP.pdf

MC Payroll Expenditure Detail in UBI GA Analysis Actuals

- MC expenditure line items in GA Analysis Actuals shows the Employee Name, Worker, and applicable Pay Period End Date in the GA Comment field in order to assist with reconciling.

Actual Details - no Voucher PO Number

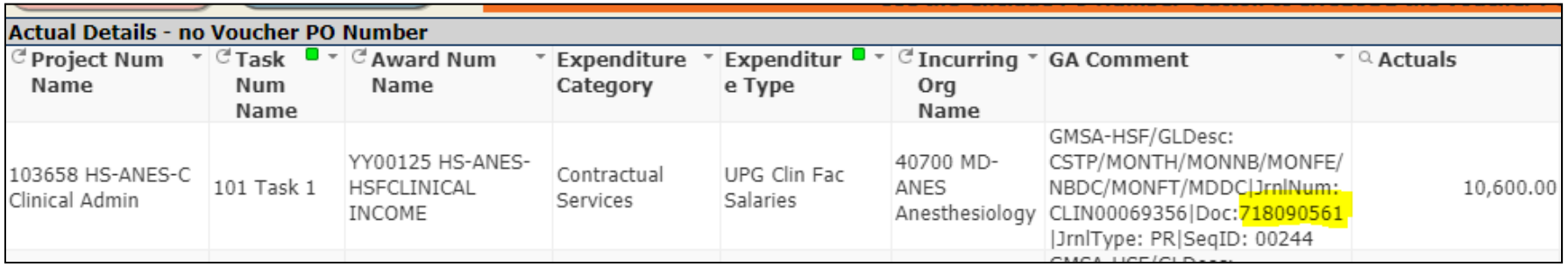
Project Num Name	Task Num Name	Award Num Name	Expenditure Category	Expenditure Type	Incurring Org Name	Actuals	GA Comment
160183 MD-INMD-ID GCT2R PartC 2019-20	5042 Amb PhysFee4Svcs	GB10536 MD-INMD-ID GCT2R PartC 2018-21	Contractual Services	Svcs, Cntrct Labor, Med Ctr	40775 MD-INMD Infectious Dis	1,798.50	GMSA-MED/MED011120PAY*105951153* Employee Name

ISP Uploads to Oracle – UPG

- UPG payroll expenses are only charged back to Oracle PTAOs once a month (approximately the 25th of every month for the prior month's activity).
- Oracle Expenditure Types vary based on the compensation type the employee is earning and the various fringe benefit categories received.
  - NOTE: UPG charges Fringe Actuals to departmental PTAOs which are allocated in Workday based on the earnings distribution.
- Transaction Source = GMSA-HSF
  - https://recon.vpfinance.virginia.edu/sites/recon.virginia.edu/files/ISP.pdf

UPG Payroll Expenditure Detail in UBI GA Analysis Actuals

- As of UPG's March 2020 payroll expenditures loaded through the ISP process, associated Worker IDs have been unmasked in the UBI GA Analysis Actuals module.
  - 9 digit ID that follows the "Doc" section of the GA Comment
- The Worker ID can be keyed into the search bar in Workday and hitting "Enter" on your keyboard will return the applicable Worker's name.

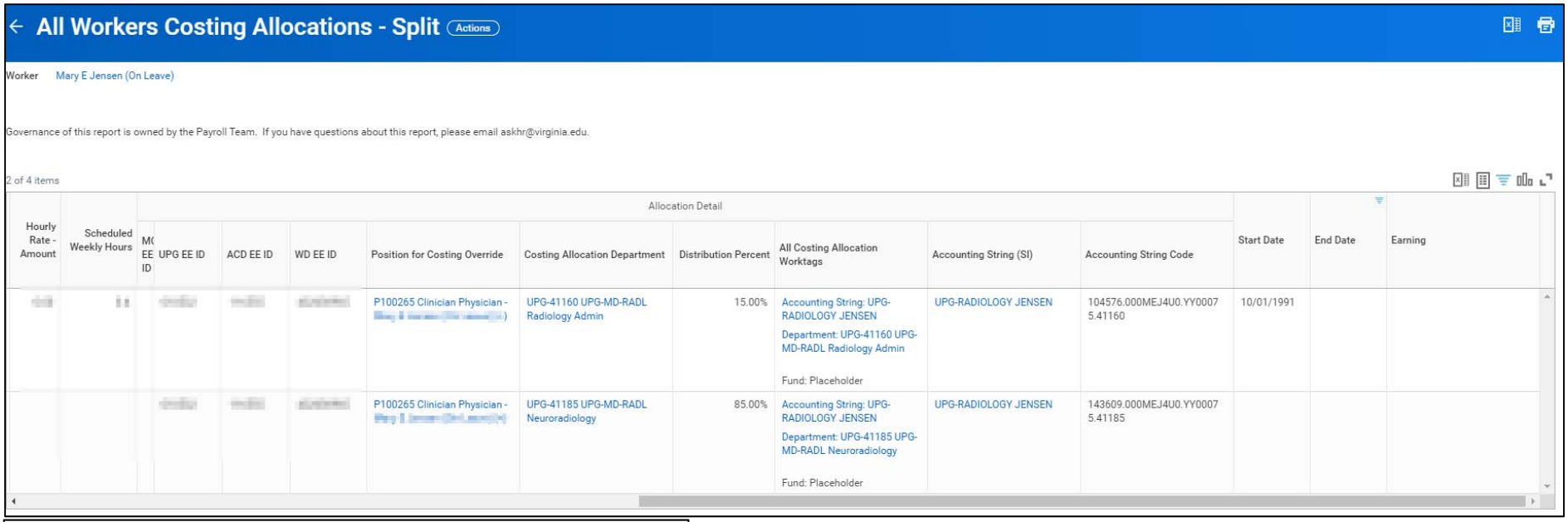


Actual Details - no Voucher PO Number

Project Num Name	Task Num Name	Award Num Name	Expenditure Category	Expenditure Type	Incurring Org Name	GA Comment	Actuals
103658 HS-ANES-C Clinical Admin	101 Task 1	YY00125 HS-ANES-HSFCLINICAL INCOME	Contractual Services	UPG Clin Fac Salaries	40700 MD-ANES Anesthesiology	GMSA-HSF/GLDesc: CSTP/MONTH/MONNB/MONFE/NBDC/MONFT/MDDC|JrnlNum: CLIN00069356|Doc:718090561 |JrnlType: PR|SeqID: 00244	10,600.00

Report: All Workers Costing Allocations – Split

- This report is available in Workday to those with appropriate security access.



All Workers Costing Allocations - Split Actions

Worker Mary E Jensen (On Leave)

Governance of this report is owned by the Payroll Team. If you have questions about this report, please email askhr@virginia.edu.

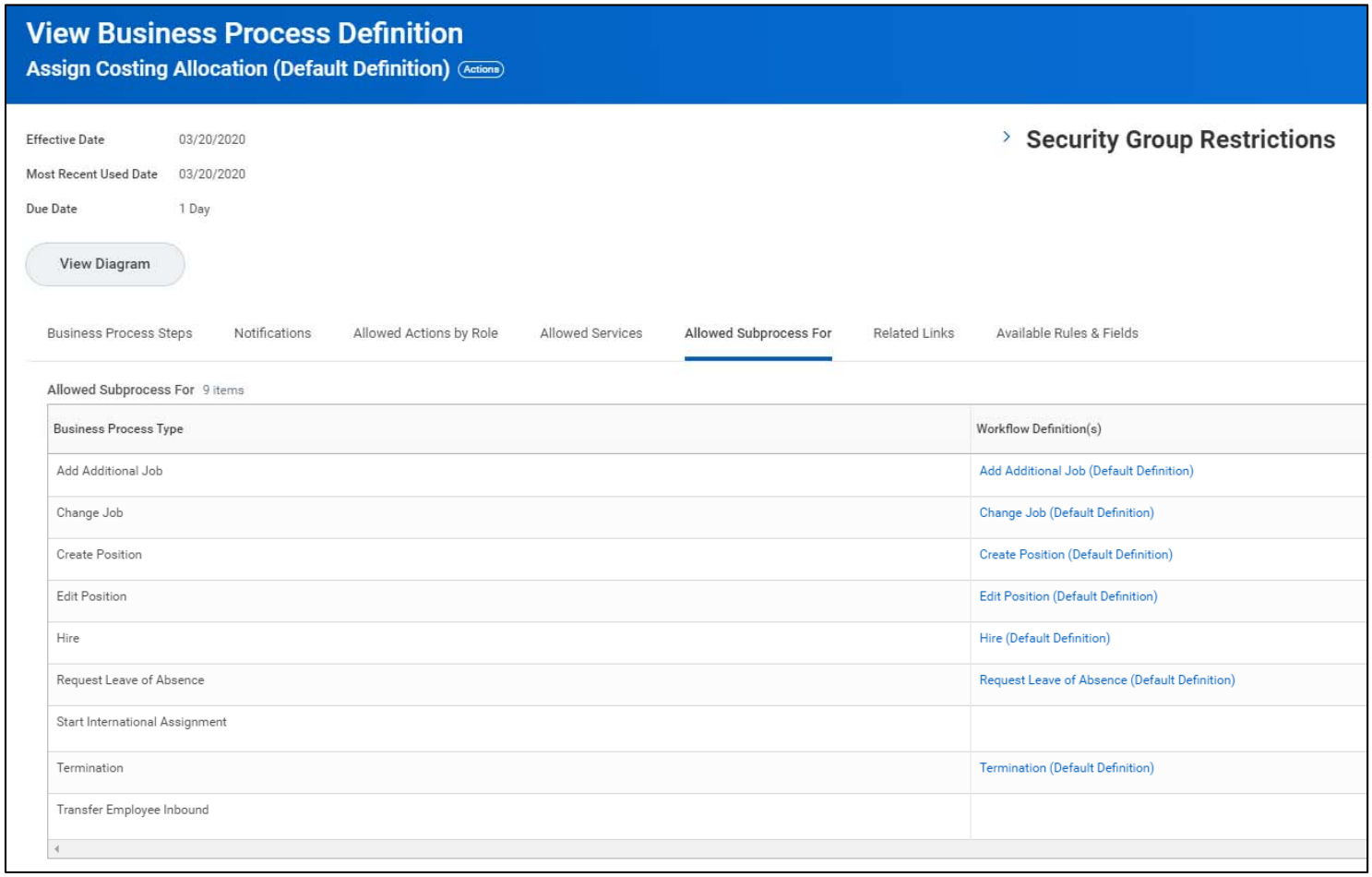
2 of 4 items

Hourly Rate - Amount	Scheduled Weekly Hours	MC EE ID	UPG EE ID	ACD EE ID	WD EE ID	Allocation Detail: Position for Costing Override	Allocation Detail: Costing Allocation Department	Allocation Detail: Distribution Percent	Allocation Detail: All Costing Allocation Worktags	Allocation Detail: Accounting String (SI)	Allocation Detail: Accounting String Code	Start Date	End Date	Earning
[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	P100265 Clinician Physician - [redacted]	UPG-41160 UPG-MD-RADL Radiology Admin	15.00%	Accounting String: UPG-RADIOLOGY JENSEN Department: UPG-41160 UPG-MD-RADL Radiology Admin Fund: Placeholder	UPG-RADIOLOGY JENSEN	104576.000MEJ4U0.YY0007 5.41160	10/01/1991		
			[redacted]	[redacted]	[redacted]	P100265 Clinician Physician - [redacted]	UPG-41185 UPG-MD-RADL Neuroradiology	85.00%	Accounting String: UPG-RADIOLOGY JENSEN Department: UPG-41185 UPG-MD-RADL Neuroradiology Fund: Placeholder	UPG-RADIOLOGY JENSEN	143609.000MEJ4U0.YY0007 5.41185			

Authorized Groups

Implementers
Payroll Administrator
Payroll Auditor
Payroll Partner
UVA HR Business Partner by Entity (COUS)
UVA HR Business Partner by Supervisory (COUS)
UVA Payroll Reporting
UVA Period Activity Pay Coordinator (COAS)
UVA SOM Admins No PII or Benefits (COAS)
Less (4)

Assign Costing Allocation BP



Security Group Restrictions for Assign Costing Allocation BP

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