

NEW! Alerts for Active Workers Missing Payroll Costing Worktags and Costing to Suspense Program



Start Date: Friday October 4th, 2024



Who will be receiving these notifications:
Payroll Costing Managers

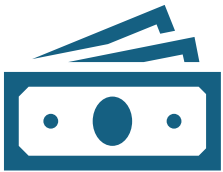
Current Process

Worker missing allocation shows up on payroll audit report

Impacted period is allocated to worker's cost center suspense account

Payroll costing manager fix by submitting Payroll Accounting Adjustment (PPAA)

Alerts will



Notify Payroll Costing managers if:

- Active worker(s) missing current payroll costing worktag and/or
- Costing in suspense program



Alerts will go out every Friday before payroll closing and Monday of payroll closing



Payroll Costing managers have up to Monday (end of business day) of payroll closing week to correct missing payroll worktag and costing in suspense account

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Alerts notification



Worker missing payroll worktag:

There are workers in your Cost Centers who do not have any payroll costing allocations set up. Please ensure that the costing allocations for these workers are correct and up-to-date. You can use the report “Worker Costing Allocation Information-Payroll” in Workday or “Workday Payroll Costing” in UBI to check the costing allocations.



Costing to suspense program:

There are workers in your Cost Centers whose costing allocations are going to your Suspense Program. Please ensure that the costing allocations for these workers are correct and up-to-date. You can use the report "Worker Costing Allocation Information - Payroll" in Workday or "Workday Payroll Costing" in UBI to check the costing allocations.

Additional Resource: Report



Worker Costing Allocation Information- Payroll

Worker Costing Allocation Information - Payroll ✕

Worker Earning

Grant Principal Investigator

Grant

Include only Grants with Salary Cap

Job Family

Position

Position Worker Type Regular Student Temporary Wage

Supervisory Organization

Include Subordinate Organizations