

Workday Costing Allocations Refresher Training

February, 2023



Costing Allocations Overview - Terms & Concepts



What is a Costing Allocation (CA)?

- Each Position has a “Default Organization Assignment” assigned to the Position. It is set up during the “**create position**” business process and can only be set up at the Cost Center only.
- **CA** determines which Worktag (i.e. Program, Grant) an employee’s salary/payroll costs and any other earnings are charged/recorded in the ledger account(s).
- **CA** does not impact an employee getting paid! An End date on a **CA** only ends where the salary and benefits are charged. When no **CA** exists, the costs will post to the Default Organization Assignment set up (i.e. Cost Center).
- We do not want costs charged directly to the cost center on Okanagan campus.
- **CA** allow for salary costs to be split across multiple worktags by assigning a percentage to each worktag.



When are Costing Allocations Done?

BP triggers a “CA to do” task in Workday	Business Process	Organization Assignment
Initial Allocation	Create Position	“Default Organization Assignment” (@ Cost Center Only)
Hire employee	Hire, Add Job, Promotion, Transfer, etc.	<i>Detailed Worktag</i> – i.e. Program, Grant, Gift
Change job	FTE Change, Extension, Reappointment, etc.	<i>Detailed Worktag</i> – i.e. Program, Grant, Gift
Salary changes	Request Compensation Change	<i>Detailed Worktag</i> – i.e. Program, Grant, Gift

Stand Alone Task	Business Process	Organization Assignment
Change where employee’s salary and benefits are charged	Assign Costing Allocation OR go to the employees profile => “Pay” => “Costing Allocations”	<i>Detailed Worktag</i> – i.e. Program, Grant, Gift

What Security Roles can do Costing Allocations

'Assign Costing Allocation' can be done by those with one of these Workday security roles:

Budget
Manager

Finance
Director

Finance
HCM
Partner

HR Analyst

Manager

* Budget manager = Manager of Worktag



3 Types of Costing Allocation

Allocation Type	Description
“Worker Position” *	All Employee Earnings All standard components of a worker’s pay use this allocation e.g. salary (Regular Earnings, Faculty Fellowship earnings, etc.). ALL EMPLOYEES MUST HAVE A CA FOR WORKER POSITION!
“Worker Position Earning” (Not used often)	Each Type of Earnings can have their own Allocation Used for earnings that require a different allocation. If there are multiple earnings and/or earning types with unique parameters, create a new allocation (ADD) item for each one.
“Position Restrictions”	For the Position only This puts the costing allocation on the Position. If position is vacant, commitments are allocated based on this allocation. **Ensure all active employees and needed vacant positions have a Costing Allocation at the Position Level by March 2023!

*Every worker should have ‘**Worker Position**’ Costing Allocation for the period of their appointment to avoid costs posted to the default organization (cost center level)

How does Workday know where to Charge Salary and Benefits?

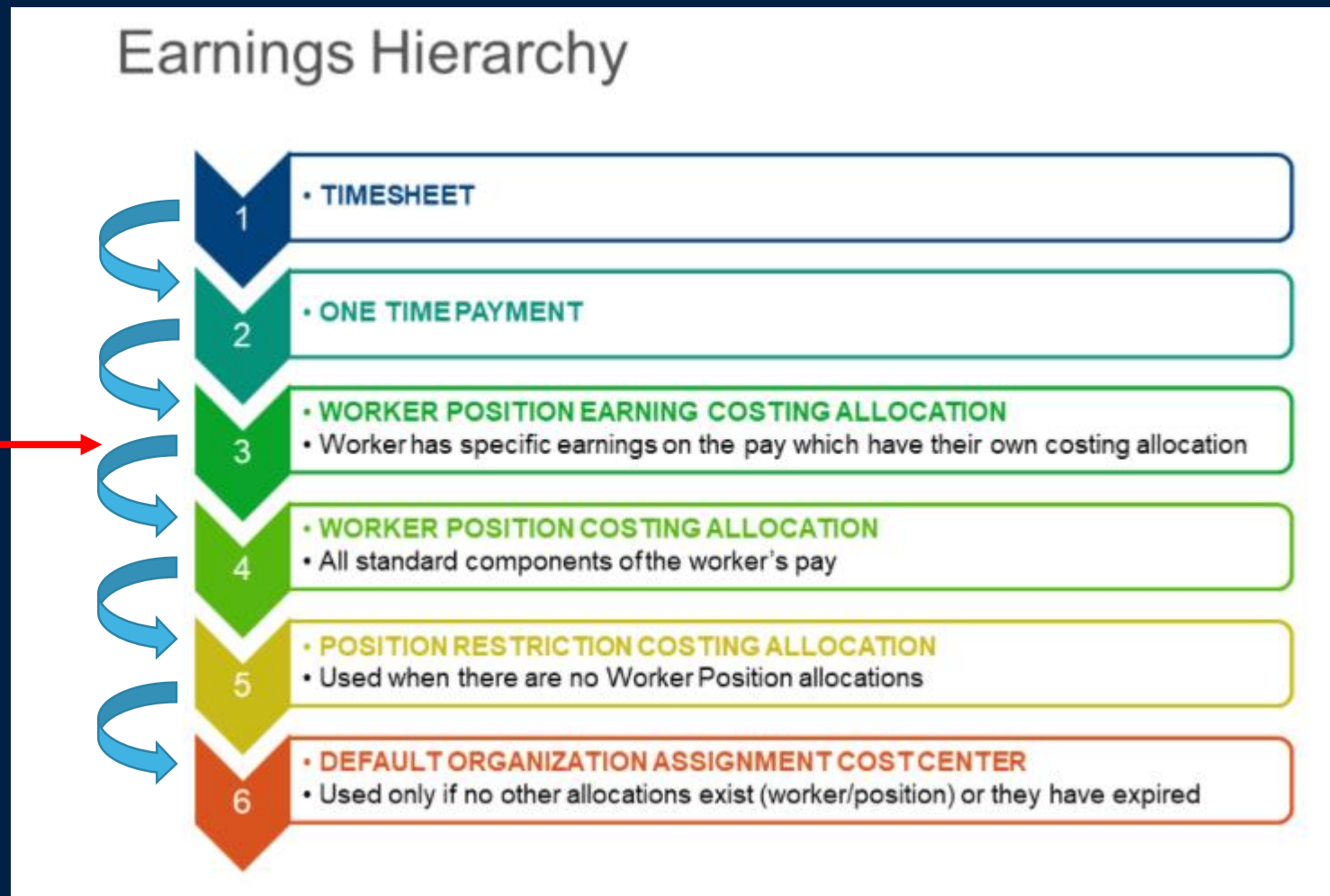
Order of Costing Allocations Types

Payroll Costs are posted in Workday looking at if a CA exists from the highest level of this hierarchy - #1.

As soon as it finds a CA, starting at the Level 1, it stops looking any further and posts salary costs there. All lower ranks are ignored.

If no CA exists at level 1, it goes to level 2, if no CA exists at Level 1 and 2, it looks at level 3, and so on.

Do NOT post at Default Organization allocation!
We NEVER want to charge salary and benefits directly to Cost Center!



***** Very Important!**

Recommended Costing Allocations

*Every worker should have '**Worker Position**' Costing Allocation for the period of their appointment to avoid costs posted to the default organization (cost center level)

Allocation Type		Description
" Worker Position"	Costing allocation assigned to the Worker/Employee	All Employee Earnings will be charged based on this allocation
" Position Restrictions"	Costing allocation assigned to the position	Assigned to the Position only. If position is vacant, commitments are allocated based on this allocation.

Recommended CA – What this looks like in Workday

Employees with on-going positions should have a minimum of 2 costings allocations and this looks like this in Workday

Current and Future Costing Allocations

2 items



Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
2020-09-24		Worker Position CA assigned to Employee		P000016359 [REDACTED]	UBC The University of British Columbia	Cost Center: CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM004084 UBCO-Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	100.00%
2020-09-24		Position Restrictions CA assigned to Position		P000016359 [REDACTED]	UBC The University of British Columbia	Cost Center: CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO Function: FN400 General Administration ... Fund: FD000 General Purpose Operating Program: PM004084 UBCO-Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	100.00%

From Sept 20, 2020, the CA at both the worker level and the position level is assigned to PM004084. Her position has no end date and the CA follow.

Example: Order Workday Uses to Post Costing Allocations

Example Scenario 1

A worker has been allocated a Worker Position Costing Allocation set to [Program A], and Position Restriction Costing Allocation set to [Program B].

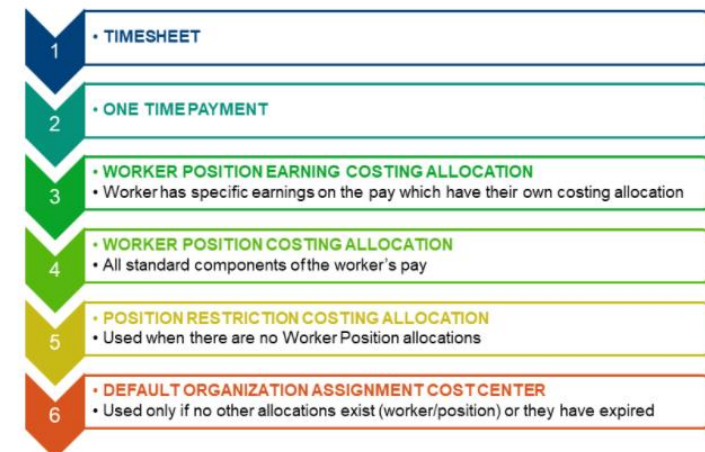
Outcome: Any pay will post with [Program A], since the Worker Position Costing Allocation is from a higher level than the Position Restriction Costing Allocation.

Example Scenario 2

A worker has been allocated a Worker Position Earning Costing Allocation set to [Program M] for Honoraria Payments, and a Position Restriction Costing Allocation set to [Program N].

Outcome: Any Honoraria payment amounts will go to [Program M] and all other pay will go to [Program N].

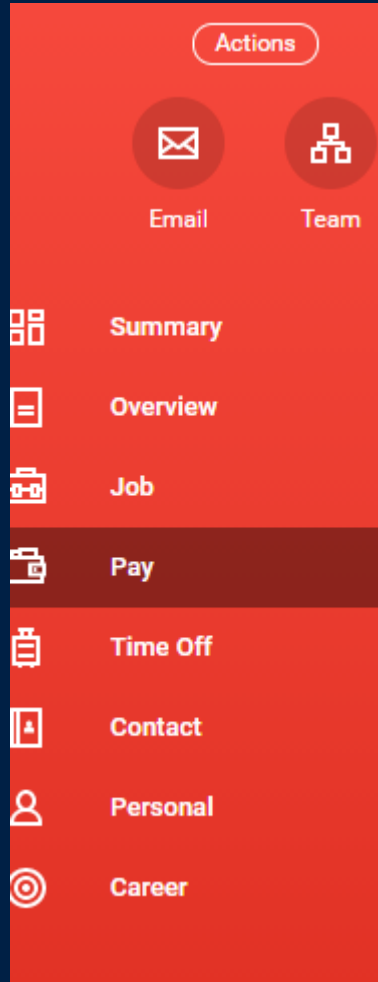
Earnings Hierarchy



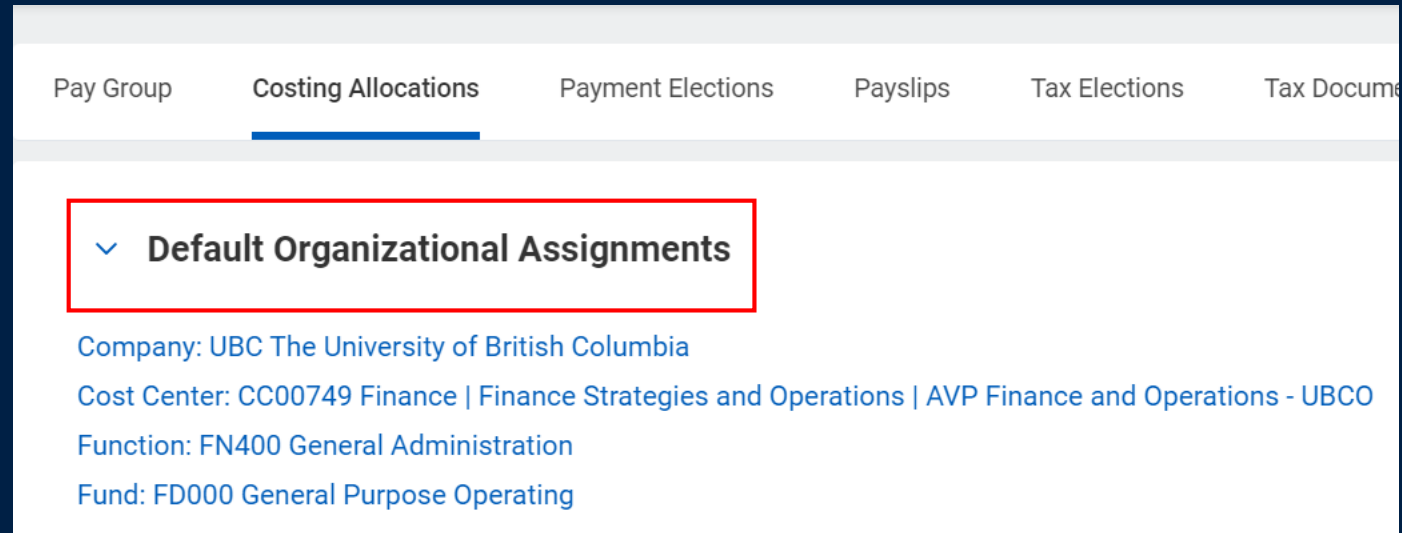
VIEWING “WORKER” COSTING ALLOCATIONS



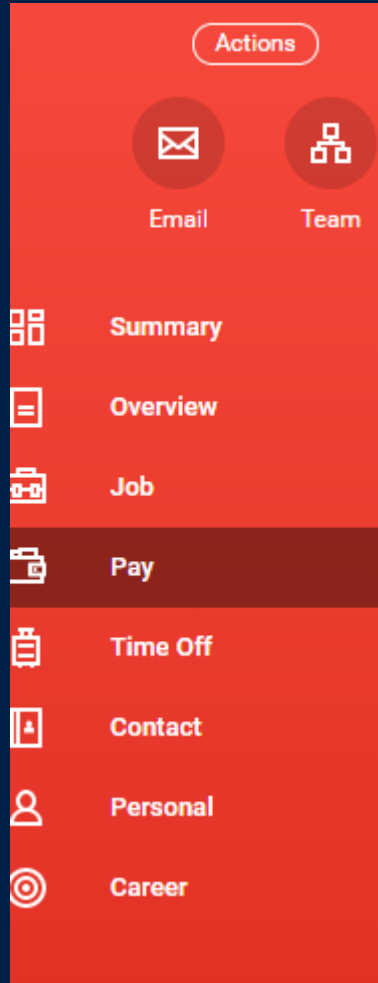
How to view “Default” Costing Allocation?



The Default Costing Allocation is the CA set up when you create the position. It can only be set up only at the Cost Center level and allows Workday to post salary costs if no other CA exists



How to view Current and Future Worker Costing Allocations?



Pay Group Costing Allocations

> Default Organizational Assignment

Current and Future Costing Allocations 2 items

Start Date	End Date	Costing Allocation Level
2021-01-01	1	Worker Position
2020-05-29	2	Position Restrictions

View All Costing Allocations

From the employee's
profile => Pay =>
Costing Allocations

How to view All Worker Costing Allocations?

Actions

Email

Team

Summary

Overview

Job

Pay

Time Off

Contact

Personal

Career



Pay Group

Costing Allocations

> Default Organizational Assignment

Current and Future Costing Allocations 2 items

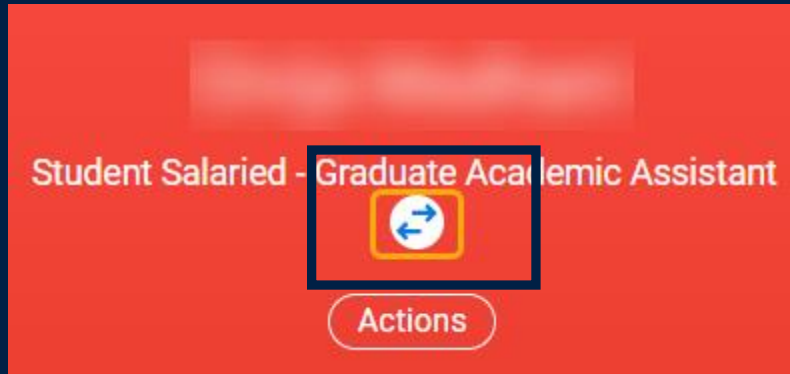
Start Date	End Date	Costing Allocation Level
2021-01-01		Worker Position
2020-05-29		Position Restrictions

View All Costing Allocations

To view all allocations for this worker/position combination, including any which have expired or are yet to start, click on the **View All Costing Allocations** button at the bottom of the page.



How to view Worker Costing Allocations if a Worker has multiple positions?



Make sure you are in the correct position of the worker before clicking Actions => Pay => Costing allocations.

You can toggle between positions by clicking the double arrows


How to View Worker Costing Allocations for Past/Future Positions?


Assign Costing Allocation

"Worker Costing" allocates Costing for that specific Worker.
"Position Restrictions Costing" allocates Costing for the Position.


Please include Total Monthly Salary or Hourly rate in the Comment box.

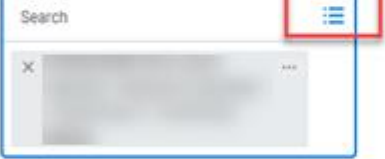
Include Existing Allocations


From: 2020-12-01 

To: YYYY-MM-DD 


Worker


Worker: 


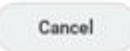
Position * 

Earning: 


Position Restrictions Costing

Effective Date: 2020-12-01 



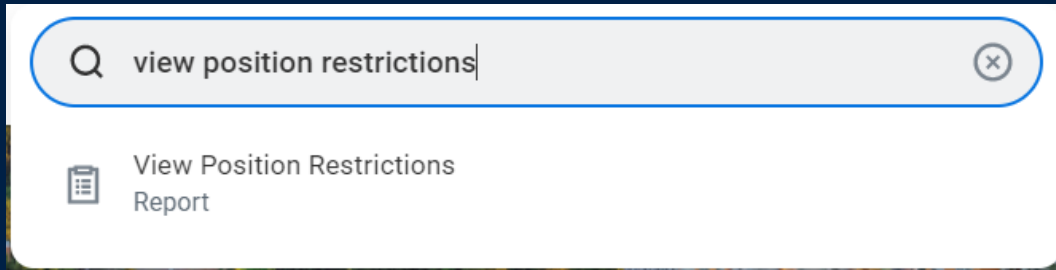
 

Use the BP called *"Assign Costing Allocations"*

After entering the employee name in the Worker field, click the  in the Position field and choose Past Positions.

VIEWING COSTING ALLOCATIONS FOR A POSITION = “POSITION RESTRICTIONS”

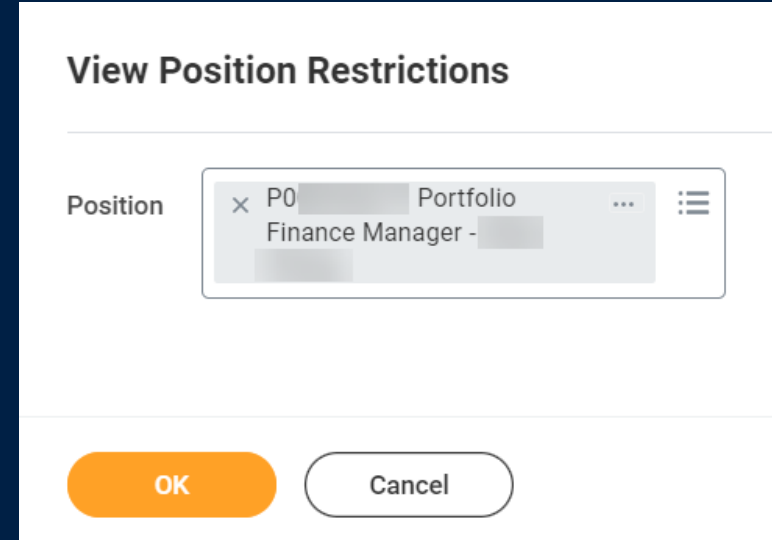
How to view Costing Allocations for the Position?



A search bar with the text "view position restrictions" and a magnifying glass icon on the left and a close button on the right. Below the search bar, a dropdown menu is open, showing a document icon and the text "View Position Restrictions Report".

Make sure you are in the correct position of the worker before clicking Actions => Pay => Costing allocations.

You can toggle between positions by clicking the double arrows



A dialog box titled "View Position Restrictions". It contains a "Position" label and a dropdown menu. The dropdown menu is open, showing a list of positions: "P0 Portfolio Finance Manager -". There is a close button (X) and a menu icon (three horizontal lines) on the right side of the dropdown. At the bottom of the dialog box, there are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

How to view Costing Allocations for the POSITION?

P000028 -



Position Overview

Position Budget

Incumbent

Position Overview

Hiring Restrictions

Qualifications

Default Compensation

Business Process History

Position Restrictions Costing Allocations

Additional Data

1 item

Turn off the new tables view

Position Restrictions

Start Date

End Date

Use Costing Worktag Defaults

Costing Company

Default Costing Assignments

Costing Worktag

Distribution Percent

Max Allocation Order

P000028	2021-03-30			UBC The University of British Columbia		Cost Center: Function: Fund: Program:	100.00%	Yes
---------	------------	--	--	--	--	--	---------	-----



ASSIGN COSTING ALLOCATION



Assign Costing Allocation for the Position – Position Restrictions

Assign Costing Allocation

"Worker Costing" allocates Costing for that specific Worker.
"Position Restrictions Costing" allocates Costing for the Position.

Please include Total Monthly Salary or Hourly rate in the Comment box.

Include Existing Allocations

From

2023-01-31

To

YYYY-MM-DD

Enter '2020-11-01' (the date Workday went live at UBC) as the From date, and leave the To date blank, to see all current and historical costing allocations for the worker.

Worker Costing

Worker

Position

Earning

Leave Blank

Position Restrictions Costing

Effective Date

2023-01-31

Position Restrictions

To assign a CA for Position only enter in the Position # in Pos. Restrictions CA area

OK

Cancel

Position Restrictions Costing

Effective Date

*

2021-01-01

Position Restrictions

*

Search

P000018325 Research Asst/Tech 2 -

OK

Cancel



Assign Costing Allocation for the Position – Position Restrictions

Assign Costing Allocation

"Worker Costing" allocates Costing for that specific Worker.
"Position Restrictions Costing" allocates Costing for the Position.
Please include Total Monthly Salary or Hourly rate in the Comment box.

Costing Criteria

Effective Date 2023-01-31

Position Restrictions P000044262

Include Existing Allocations

From 2023-01-31 To (empty)

Copy Costing Allocation ☐

Start Date * 2020-09-24

End Date YYYY-MM-DD

Note: This position is for an active ongoing employee therefore there is no end date

Default Organizational Assignments (As of Start Date)

Cost Center: CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO
Function: FN400 General Administration
Fund: FD000 General Purpose Operating

> **Costing Allocation Attachments**

1 item

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Program	Grant	Project	Gift	*Cost Center	*Additional Worktags	*Distribut Percent
			PM004084 UBCO- Finance Finance Strategies and Operations AVP Finance and Operations - UBCO				CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	Function: FN400 General Administration Fund: FD000 General Purpose Operating	

Remove







Add

Allocations of the same type must not overlap in dates. ALWAYS end the first allocation and Add a second after the end date of that allocation.

Assign Costing Allocation for the Position – Position Restrictions

> Costing Allocation Attachments

1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Program	Grant	Project	Gift	*Cost Center	*Additional Worktags	Distribution Percent
				 PM00 Office of Development and Alumni Engagement				 CC0 Office of Development and Alumni Engagement	 Function: FN  Fund: FD	100
										100.00%

The CA can be split between more than one worktag by clicking + to add lines, and entering the % to each Worktag. Total must always = 100%.

If the CA is split between multiple Worktags, all Budget Owners must approve. REMEMBER to put a comment indicating the \$ amount to each Worktag as Budget Owners only see %'s.

Assign Costing Allocation to the Worker = Worker Position

The ASSIGN COSTING ALLOCATION business process automatically is triggered when you HIRE, CHANGE JOB, REQUEST COMPENSATION CHANGE, etc., and will be a “TO DO” task in your Workday inbox.

Always review the CA in your inbox before clicking submit to make sure it is correct.

HR Analysts, Managers and Budget Owners can initiate CA as a standalone business process also if they need to make changes by entering “Assign Costing Allocation”

Workday has **THREE** ways to complete this task. Choose any one:



Assign/View Worker Position Costing Allocations – Option 1 From Worker Profile

Actions

Email

Team

Summary

Overview

Job

Pay

Time Off

Contact

Personal

Career

To EDIT
CA click
Maintain

Pay Group Costing Allocations

Maintain

> Default Organizational Assignments

Current and Future Costing Allocations 1 item

Start Date	End Date	Costing Allocation Level
2021-04-28		Worker Position

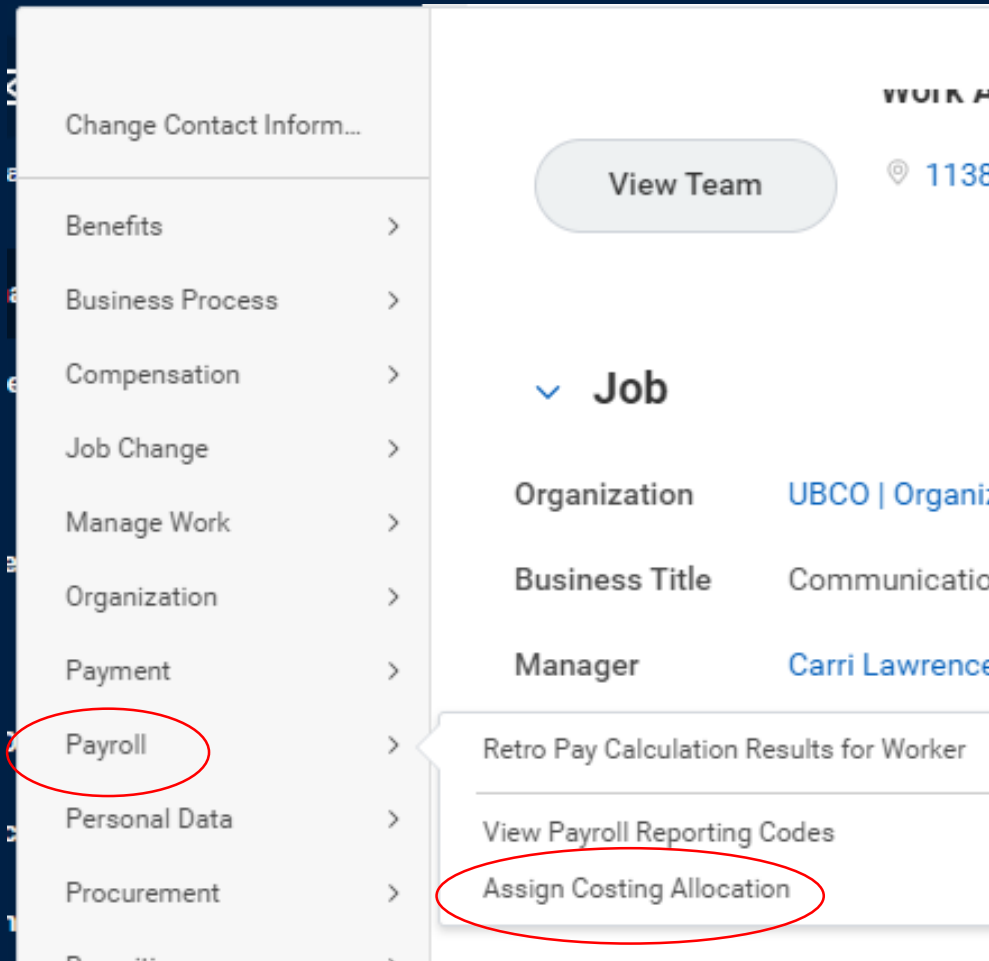
View All Costing Allocations

If this area is blank
(no costing allocation
appears) there is no
active costing
allocation for
employee and salary
costs post to the cost
center

To view
past/expired
Costing Allocations
click "View all
Costing Allocations"



Assign/View Worker Position Costing Allocations – Option 2 From “Actions” from Worker Profile



From the Related Actions “...” choose Payroll => Assign Costing Allocations

Assign/View Worker Position Costing Allocations – Option 3 Standalone “Assign Costing Allocation”

The screenshot shows a web form titled "Assign Costing Allocation" with an orange header. The form includes a search bar at the top right. Below the header, there is explanatory text: "Worker Costing" allocates Costing for that specific Worker, "Position Restrictions Costing" allocates Costing for the Position, and a note to include Total Monthly Salary or Hourly rate in the Comment box. The form is divided into two main sections: "Include Existing Allocations" and "Worker Costing" / "Position Restrictions Costing". The "Include Existing Allocations" section has "From" and "To" date pickers. The "Worker Costing" section has fields for Worker, Position, and Earning. The "Position Restrictions Costing" section has fields for Effective Date and Position Restrictions. Annotations include a blue cloud pointing to the date pickers explaining that leaving the date as today's date shows allocations as of today, while entering a date like November 1, 2020, shows all allocations since that date. Two blue boxes point to the "Worker Costing" and "Position Restrictions Costing" sections, stating that only one section can be selected to view or edit at a time. The form ends with "OK" and "Cancel" buttons.

Assign Costing Allocation

"Worker Costing" allocates Costing for that specific Worker.
"Position Restrictions Costing" allocates Costing for the Position.
Please include Total Monthly Salary or Hourly rate in the Comment box.

Include Existing Allocations

From: 2021-02-03
To: YYYY-MM-DD

Worker Costing

Worker
Position
Earning

Position Restrictions Costing

Effective Date: 2021-02-03
Position Restrictions

Leaving as today's date will show allocations as of today.
Entering a date of November 1, 2020 will show all allocations since November 1.

To Assign CA for an employee use this section

To Assign CA for the Position use this section

* You can only select to view or edit one section at a time. Enter data in Worker Costing **OR** Position Restrictions Costing

OK Cancel

Add/Edit/Delete Costing Allocations

* Use one of the 3 options discussed above to get to this screen

Copy Costing Allocation ☐

Start Date * 2020-09-24 

End Date YYYY-MM-DD 

If you only need to edit the existing allocation, do not change the dates here, simply change the existing allocation

Default Organizational Assignments (As of Start Date)



















Cost Center: CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO

Function: FN400 General Administration

Fund: FD000 General Purpose Operating

> Costing Allocation Attachments

1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Program	Grant	Project	Gift	*Cost Center	*Additional Worktags
 				 PM004084 UBCO-Finance Finance Strategies and Operations AVP Finance and Operations - UBCO  				 CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO  	 Function: FN400 General Administration    Fund: FD000 General Purpose Operating 

Remove

Add

If a Costing Allocation should be deleted all together, click Remove.

If you need to change the CA to a new Worktag, put an end date on the existing one, and then click the ADD button and add a new CA with the new start date.

TIP – change the start date of new CA to when it should begin, the default is TODAY'S date!

Edit/Delete Costing Allocations at the Worker Position Earnings Level

Include Existing Allocations

From

To

Worker Costing

Worker *

Position *

Earning

Position Restrictions Costing

Effective Date

Position Restrictions (empty)

To change a Costing allocation that was done at the Earnings Level, you **MUST** populate the type of Earnings in this Earning box. If you do not enter the type of earning in this field it will return Costing Allocations only at the Worker Position level.

Summary - Adding vs Editing a Costing Allocation

Adding:

If a new allocation is required because one is expiring or has ended; the new costing allocation should be added with a start date after the current one.

If you need to change the allocation to a different worktag, first **END the existing allocation** and THEN ADD a new allocation with a new date

Editing Costing Allocations

An existing costing allocation usually only needs to be edited if you need to change the existing CA, if the existing allocation is incorrect, or if the worktag needs to be changed for a historical pay period.

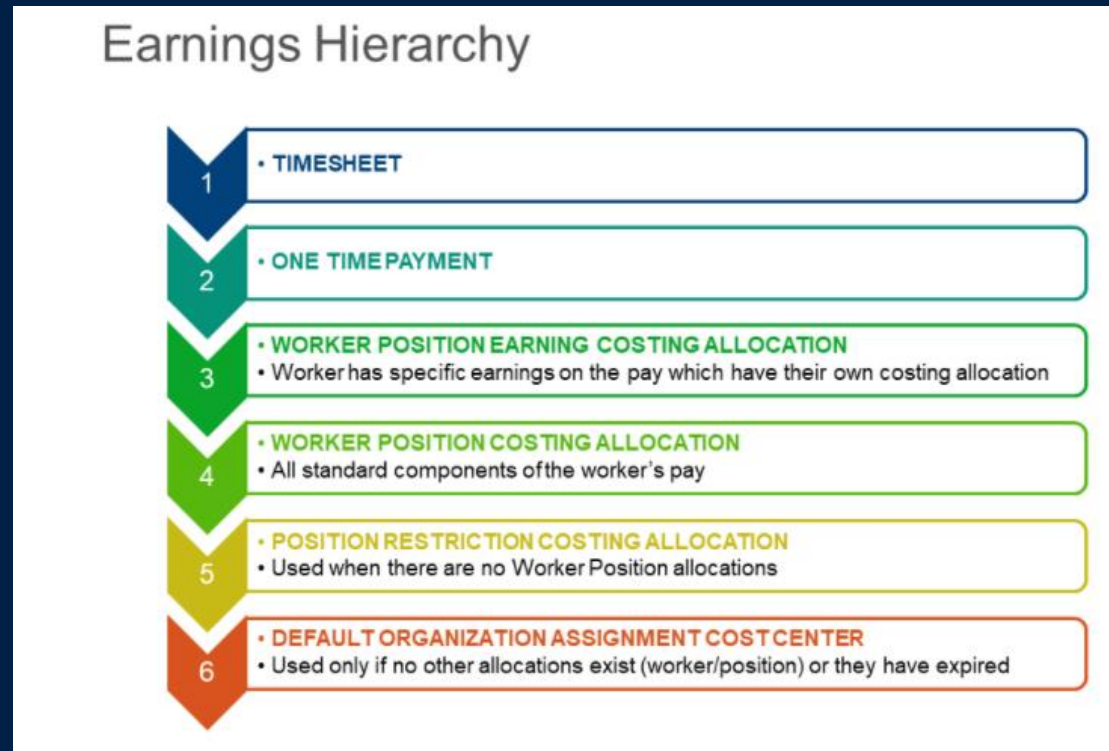
****You will receive a to do task as part of other business processes to assign costing allocations but you may not need to make any changes to the existing allocations => simply click "Submit" to leave the allocation the same.**

****If CA is to a Grant worktag, the costing allocation must have an end date.**

End Dates: For Grants, the end date on a CA must be no later than the end date of the Grant.



Costing Allocations for Timesheets and One Time Payments



One time Payments and Time Entry Costing Allocations

Allocating One-Time Payments

During the 'Request One-Time Payment' task, you have the option to enter different worktags if the payment needs to be allocated elsewhere.

If no worktags are entered in the one-time payment, the amount will default to the worktag in the highest level of the earnings hierarchy as described in Module 1 of this course.

Allocating Worked Time

If a worker's time needs to be allocated to a Program or Cost Center other than their regular costing allocations, worktags can be entered when the time is submitted.



If the time needs allocating to a Grant, Project, Gift, or Gift Initiative the process is a bit more complex. The required steps depend on whether the re-allocated time covers full days or partial days (i.e. a number of hours).

Full Day Re-Allocation	Partial Day Re-Allocation
Adjust the Worker Position costing allocation(s) such that the allocation changes to the alternate worktags for required period.	Use a Payroll Accounting Journal after the pay has been completed to account for the re-allocation of funds.

One time Payments

Enter Worktag in the
Additional Worktag
field; Cost Center
will autopopulate

Organizational Assignments




Cost Center: CC00667 VP Finance and Operations | Financial Operations | Admin Services

Function: FN400 General Administration


Fund: FD000 General Purpose Operating

Location: UBC Vancouver Campus

One-Time Payment Plan *

✕ Honorarium 


Scheduled Payment Date *

2020-07-01 

Amount *

100.00

Currency *

✕ CAD 




Send to Payroll

☒




Additional Information

> Supporting Information

Cost Center



Additional Worktags



Payment Details

100.00 CAD

One time Payments and Time Entry Costing Allocations

Full Day Re-Allocation Example

Situation: A worker needs their time re-allocated to a Grant, Project, Gift, or Gift Initiative different to their regular allocation(s) for a period of 2 full days.

Solution: End the worker's existing costing allocation(s) the day before, create a new costing allocation for the two days which need re-allocating using the alternate worktags, and create another new costing allocation for the period after the two days which reverts back to the original worktags.

Current and Future Costing Allocations 3 items

Start Date	End Date	Costing Allocation Level	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
2021-02-25		Worker Position		UBC The University of British Columbia	Cost Center: CC00116 Central IT Projects - Integrated Renewal Program (IRP) Campus Wide Expenses - UBCV Function: FN600 Facilities Fund: FD500 Capital Activities Unrestricted Project: PJ000586 IRP - Finance Campus Wide Expenses - UBCV	100.00%
2021-02-23	2021-02-24	Worker Position		UBC The University of British Columbia	Cost Center: CC00036 Operations Allard School of Law Function: FN000 Instruction Fund: FD000 General Purpose Operating Program: PM000101 Departmental Over - Expenditure Allard School of Law	100.00%
2020-11-01	2021-02-22	Worker Position		UBC The University of British Columbia	Cost Center: CC00116 Central IT Projects - Integrated Renewal Program (IRP) Campus Wide Expenses - UBCV Function: FN600 Facilities Fund: FD500 Capital Activities Unrestricted Project: PJ000586 IRP - Finance Campus Wide Expenses - UBCV	100.00%

Figure 3-9: Screenshot of the configuration discussed in the example above. A new Worker Position costing allocation has been created for the required 2-day period, after which another costing allocation has been created to revert back to the original worktags.

EXAMPLES



Understanding Costing Allocations - Example

5 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Earning	Costing Company	Costing (As of Start Date)
2021-01-01	2021-04-30	Worker Position Earning	Remember the order costing allocations are done! First at the Worker Position Earning level!		Regular Earnings Staff	UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPFO Function: FN400 General Administration Fund: FD000 General Purpose Operating
2021-04-01	2021-04-30	Worker Position				UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPFO Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009861 Integrated Service Centre VPFO
2020-09-24	2021-03-31	Worker Position				UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPFO Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009561 Integrated Service Centre VPFO

This CA is incorrect as you do not need a CA at only the Regular Earnings Level

Note: there is no detailed worktag that was set up so the earnings and benefits will be charged to the Cost Center level

Note: the detailed worktag that payroll costs will be charged to is at the Program level

This worker has a costing allocation set at the Worker Position Earnings level for the period January 1, 2021 to April 30, 2021. This will override the costing allocation at the Worker Position for April 1 to April 30, 2021.

For the period November 1, 2020 (when we went live in Workday) to December 31, 2020, when the above CA takes over, all earnings for this worker will be charged to the Program



Note Regarding “Worker Position Earnings” Costing Allocation

Only set up the Costing Allocation at the “Worker Position Earnings” level” if different types of earnings (i.e. honorarium, regular earnings, fellowship earnings, etc.) need to be charged to different Worktags.

If ALL an employees earnings are charged to the SAME Worktag, do not use “Worker Position Earnings” – instead set up the Costing allocation at the “Worker Position” level.

Understanding Costing Allocations - Example

Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Earning	Costing Company	Costing (As of Start Date)	Distribution Percent
2021-04-01	2021-04-30	Position Restrictions	P000035829 [REDACTED]			UBC The University of British Columbia	Center: Information Technology AVP Cost Center: CC00753 IT Service Delivery Information Technology AVP Finance and Operations - UBCO Function: FN500 Computing and Communications Fund: FD000 General Purpose Operating Program: PM010170 UBCO IT Service Center Information Technology AVP Finance and Operations - UBCO	100.00%
2020-11-01	2021-03-31	Position Restrictions	P000035829 [REDACTED]			UBC The University of British Columbia	Cost Center: CC00753 IT Service Delivery Information Technology AVP Finance and Operations - UBCO Function: FN500 Computing and Communications Fund: FD000 General Purpose Operating Program: PM003959 IT Service Delivery Information Technology AVP Finance and Operations - UBCO	100.00%

This Costing Allocation has ONLY been created for the Position (Position Restrictions) and has ended.

For the period November 1, 2020 to March 31, 2021, the Position CA is set to PM003959

For the Period April 1, 2021 to April 30, 2021 the Position CA is set to PM010170

Having CA at the Position Level is important for budgeting and forecasting when positions are vacant.



Understanding Costing Allocations - Example

> Default Organizational Assignments

From May 1, 2021 to August 31, 2023 all **Faculty Fellowship** earnings will be charged to Grant ABCD.
From May 1, 2021 to December 31, 2022 All Regular Earnings will be charged to Grant ZXRT
From September 1, 2020 onward, the admin stipend will be charged to Program PM99999999


Turn on the new tables view ☐

Current and Future Costing Allocations 3 items



Start Date	End Date	Costing Allocation Level	Position	Earning	Costing Company	Costing (As of Start Date)	Distribution Percent
2021-05-01	2022-12-31	Worker Position Earning	P000049980 [redacted]	Regular Earnings Faculty	UBC The University of British Columbia	[redacted] Function: FN900 Research Fund: FD220 Unrestricted Research Grant ABCD	100.00%
2021-05-01	2023-08-31	Worker Position Earning	P000049980 [redacted]	Faculty Fellowship	UBC The University of British Columbia	[redacted] Function: FN900 Research Fund: FD200 Sponsored Research Grant ZXRT	100.00%
2020-09-01		Worker Position Earning	P000049980 [redacted]	Admin Stipend	UBC The University of British Columbia	[redacted] Function: FN000 Instruction Fund: FD000 General Purpose Operating Program PM99999999	100.00%

Understanding Costing Allocations - Example



Actions

Phone Email Team

Summary Overview Job Compensation Benefits Pay Time Off Contact Personal Career

Costing Allocations Tax Elections ROE Results

Maintain

▼ Default Organizational Assignments

Company: UBC The University of British Columbia
Cost Center: CC02168 Integrated Service Centre | VPFO
Function: FN400 General Administration
Fund: FD000 General Purpose Operating

Current and Future Costing Allocations: 2 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
2020-12-14		Worker Position			UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPFO Function: FN400 General Administration Fund: FD000 General Purpose Operating	100.00%
2020-12-14		Position Restrictions			UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPFO Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009861 Integrated Service Centre VPFO	100.00%

View All Costing Allocations

This Worker has a costing allocation for the Worker and the Position. BUT Salary costs for the Worker will only post to the Cost Center. Assign CA for the Worker at the detailed Worktag!

Turn on the new tables view

RETROACTIVE COSTING ALLOCATIONS



Retroactive Costing Allocations

PAA'S AND PAJ'S

What is a RETROACTIVE COSTING ALLOCATION?

Making changes to a costing allocation for a date range in the past. This is done by editing existing CA or inserting a NEW one for a past date.

What is a PAYROLL ACCOUNTING ADJUSTMENT?

Done by Payroll to adjust the Worktags – triggered after a CA is done to a Worker Position. Are NOT a request to payroll or to the ISC!

What is a PAYROLL ACCOUNTING JOURNAL?

Manual process done by Payroll and requested by completing PAJ form. Do not also submit a CA through Workday for same PAJ as this will lead to duplication. AVOID USING IN MOST CASES!! PAJ'S DO NOT SHOW UP IN AN EMPLOYEE'S RECORD.

When to use a PAJ?

- Small \$ amount left in grant/program and need to clear to \$0; and cannot do this by a PAA
- Benefits need to move to a different worktag than where the Salary is charged

How to Request Payroll Accounting Journals (PAJ)

Journal Transactions

There are two types of journal transaction that can be processed in Workday: Accounting Journals, and Accounting Adjustments.

Accounting Journals are used for:

- Corrections to transactions that involve splits
- Manual financial reporting adjustments
- Interfund transfers (processed by your [Finance Manager](#))

To request an Accounting Journal, complete the [request form](#) and submit, with supporting documentation, to ubco.accountspayable@ubc.ca

Accounting Adjustments are used for:

- Corrections to worktags for supplier invoices and expense reimbursements
- For expense transactions that have been posted and paid

To request an Accounting Adjustment, complete the [request form](#) and submit to ubco.accountspayable@ubc.ca

A Workday Quick Guide for Journal transactions has been developed and can be found [here](#):

For detailed information about each type of accounting entry, process and workflow, please click [Here](#)

Payroll Accounting Journal Forms

Payroll Accounting Journals are used to record manual adjustments for payroll where Payroll Accounting Adjustments are not feasible. This includes any payroll adjustments for salaries and benefits posted prior to November.

Please submit the completed [request form](#) to ubco.payroll@ubc.ca.

1. Navigate to <https://finance.ok.ubc.ca/reference/forms-2/>
2. Complete the relevant request form, indicating why a PAA (costing allocation) can't be used
3. Provide supporting documentation showing how salary and benefit amount as calculated and confirming the worktag those amounts were charged to.
4. Send to appropriate email address listed



REPORTS FOR CA



REPORTS TO VIEW COSTING ALLOCATIONS

- All Workers Costing Allocations Current Positions – Distributed
- All Workers Costing Allocations incl Historical Positions – Distributed
- Workers without Active Worker Position Costing Allocation – Distributed
 - All Workers must have an active Costing Allocation at this level
- List Workers with Upcoming Expiry of Costing Allocation
 - If a worker's CA is ending, another allocation must be adding to cover the remainder of their appointment

Reminders



- **Avoid** overriding an existing costing allocation – Review existing allocations; **ADD** an end date to the existing allocation and **ADD** a new costing allocation.
- **Do not** make changes to an existing costing allocation if no change is needed. The Assign Costing allocation BP is a sub process of many HR triggered BPs. This means you will always get a **To Do** task in your Inbox. You may simply review it and click **Submit** if no change is required.
- Use caution when creating a CA at the **Worker Position Earning** level. Only use when the employee has different types of earnings that need to be allocated to different worktags.
- **Avoid** relying on the **Default Organization assignment** (i.e. payroll costs are charged to the default cost center only).
- **All** active employees should have a Worker Position costing allocation. There should be no gaps from November 1, 2020 onward, or from the start date in their position.
- **All** active positions should have a Position Restriction CA.
- **ALWAYS** enter the \$ salary or \$ hourly rate in the comments box or attach document to show salary calculations as Budget Owners/Approvers only see **%** and not the \$ being paid!
- Benefits are posted the same as the salary cost. If benefit funding is coming from a different source, you will need to move funding between Worktags using the Accounting.
- If there is no salary paid to an employee but they are entitled to benefits, benefits will post to the Cost Center. (example: on unpaid leave). The ISC will move these costs on a monthly basis.

QUESTIONS



Costing Allocation Resources

Knowledge Base Articles

- Visit the Self-Service Portal at <https://ubc.service-now.com/selfservice>:
 - Assign Costing Allocation 101 (KB0016866)

Workplace Learning

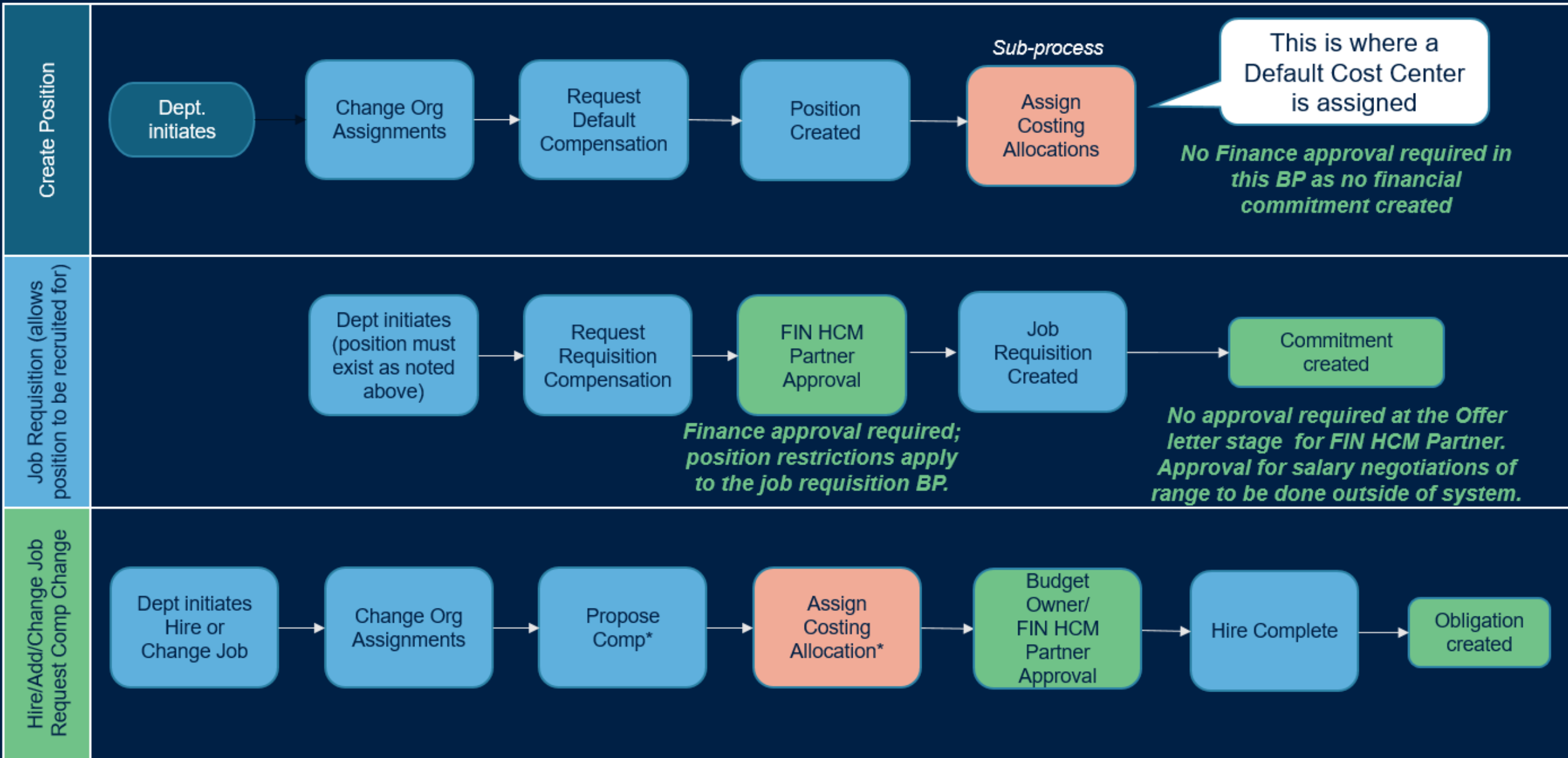
- Enroll in the Workday Costing Allocations Training
- <https://wpl.ubc.ca/browse/irp-training/courses/wpl-irp-ttt-ca>



Appendices

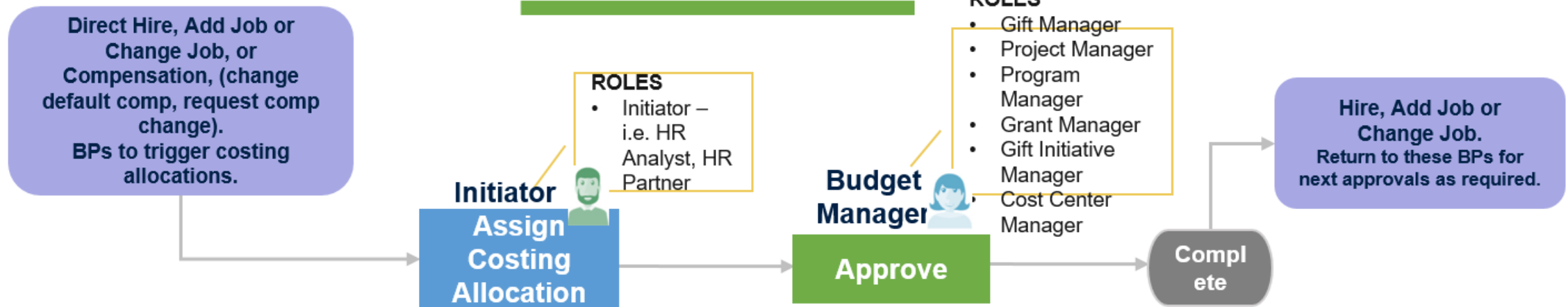


Business Process Flows



Finance Touchpoints in HR Processes

Assigning Costing Allocations



Complicated Example – Splitting regular and fellowship earnings between 2 Worktags

Costing allocations (CA) involving multiple earnings types and splitting between multiple worktags					
Enter in Yellow boxes only					
EXAMPLE:			How is monthly earnings split?	% of Total Salary	Mthly earnings
			Regular Earnings	21.67%	\$ 1,083.34
			Fellowship	78.33%	\$ 3,916.66
			Total Mthly salary	Total must = 100%	100.00% \$ 5,000.00
				Allocation % to enter into Workday (total must = 100%)	Salary amount charged to each Worktag
1. Do CA for Worker Position Earnings for Fellowship earning first:			% paid from each Worktag		
Costing allocation #1 - for Fellowship Earnings			Fellowship - paid from Worktag A	11.66%	14.89% \$ 583.00
Choose Worker Position and Earnings type as Faculty Fellowship or Student Fellowship			Fellowship - paid from Worktag B	66.67%	85.11% \$ 3,333.50
				78.33%	100.00% \$ 3,916.50
				Total Above must = 100%	
2. Do CA for Worker Position for all other earnings (Regular Earnings) after submitting first CA (above)					
Choose Worker Position			Reg Earnings Worktag A	21.67%	100% \$ 1,083.50
			Reg Earnings Worktag B	0.00%	0.00% \$ -
				21.67%	100.0% \$ 1,083.34
				Total Above must = 100%	

Contact Carri Lawrence for template

