

Workday Costing Allocations Revisited

January 10, 2024



Costing Allocations Overview - Terms & Concepts



What is a Costing Allocation (CA)?

- **CA** are used to charge payroll costs to the correct Worktag(s).
- **CA** does not impact how much, or if an employee gets paid!
- An End date on a **CA** only ends where the payroll costs will be charged in the ledger.
- CA allow splitting payroll costs across multiple worktags.
- There are different types of costing allocations. They can be assigned for all earnings for a position, for specific earnings (such as administrative stipends, and for a one-time payment (such as an honoraria).



When is a Costing Allocations Done?

1. CA task is triggered in Workday when you do one of these business processes:

Reason	Business Process Name	Level of Assignment
Initial set up of Position	Create Position	“Default Organization Assignment” (Cost Center)
Hire employee	Hire, Add Job, Promotion, Transfer, etc.	Worktag – i.e. Program, Grant, Gift
Job Changes	FTE Change, Extension, Reappointment, etc.	Worktag – i.e. Program, Grant, Gift
Salary changes	Request Compensation Change	Worktag – i.e. Program, Grant, Gift

2. CA task is done as a stand-alone task :

Reason	Business Process	Level of Assignment
Ad hoc	"Assign Costing Allocation" OR directly from employee's profile	Worktag – i.e. Program, Grant, Gift



Definitions

Organization

Are the building blocks of Workday. They group resources, people, costs. There are many different types. Examples of some: Cost Center, Program, Supervisory Organization, Location, Academic Unit, Functional Unit, etc.

Default Organization

In the scope of CA, set up as a fall back to charge payroll costs if no other CA exists.

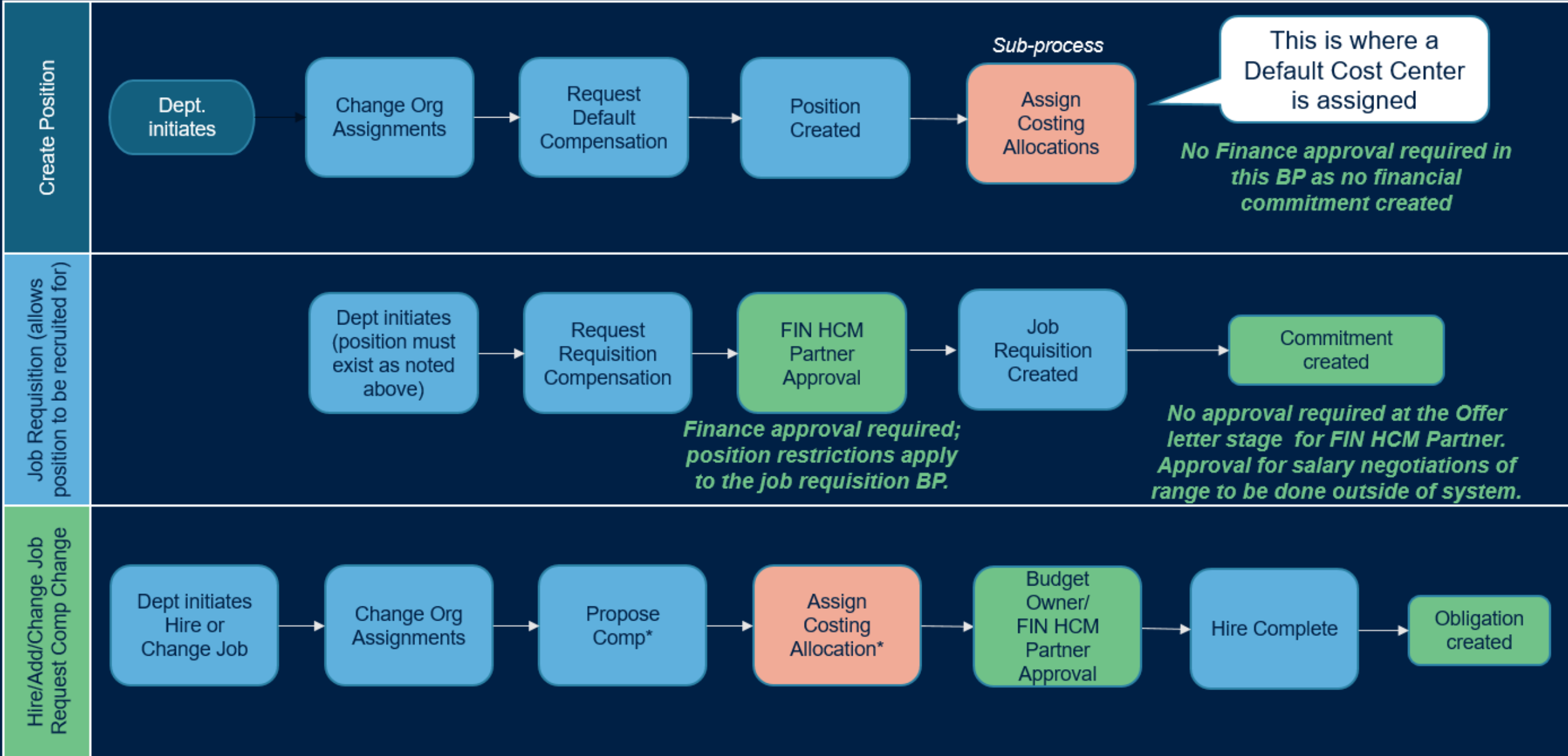
Set up when you Create Position and CAN ONLY BE SET UP AT THE COST CENTER LEVEL!

Worktag

In the scope of a CA, indicate funding source for paying the payroll costs. **At UBCO we always want to charge payroll costs to a Program, Grant, Gift, Project and NOT directly to a Cost Center!**



Business Process Flows



What Workday Security Roles can do Costing Allocations

Budget
Owner
(of employee)

Finance
Director

Finance
HCM
Partner

HR Analyst

Manager
(of employee)

*Must have access to the supervisory organization of the position/employee and hold one of these Workday security roles.



3 Types of Costing Allocation

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

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



Recommended CA – What this looks like in Employee's Profile (for on-going employee's)

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.

Order of Costing Allocations

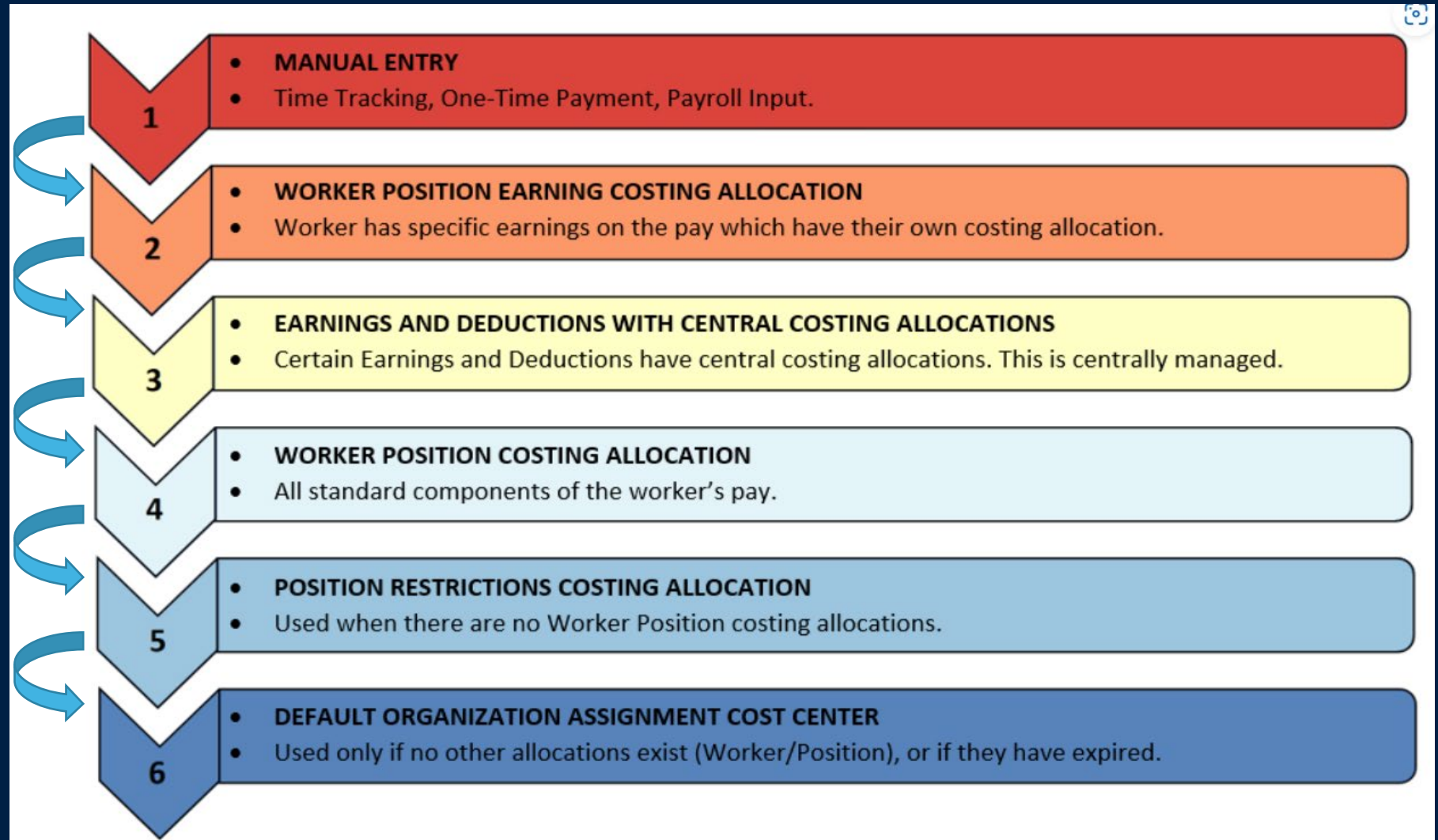
***** Very Important!**

Payroll Costs are posted in Workday based on the highest level of the hierarchy. #1.

If a CA exists at the higher level it will post to that Worktag(s) and all CA at the 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.

We Do NOT want payroll costs posting to the Default Organization - #6!



Example Sequence Workday Uses to Post Costing Allocations in Ledgers

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].

Costing Allocation Approvals

Multiple Worktags

If an allocation is split among more than one Worktag, approval is needed from all Budget Managers.

Multiple Budget Owners

If there is more than one budget owner of a worktag, approval is only needed from one of those budget owners.

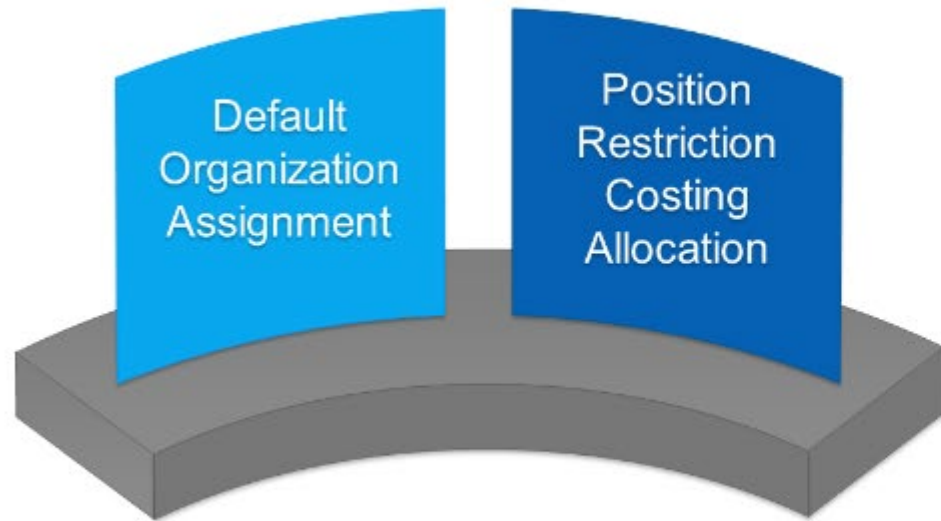
Recommended Supporting Information for Costing Allocations

Budget owners DO NOT see dollar amounts – i.e. how much is being charged to their worktag. They only can see the % charged. As a result, ALWAYS include in the COMMENTS section of the CA the \$ amount charged to the Worktag(s)!

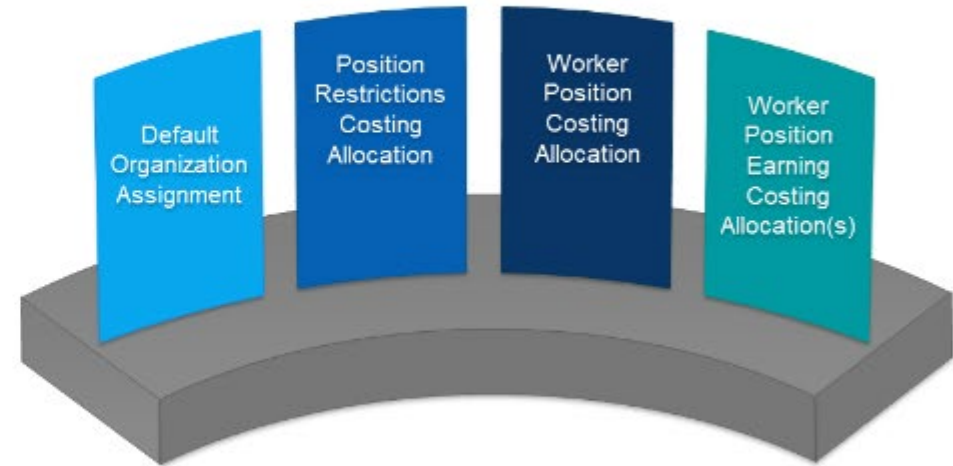


VIEWING COSTING ALLOCATIONS

Vacant Position Allocations



Filled Position Allocations




VIEWING “DEFAULT ORGANIZATION” COSTING ALLOCATION



“Default Organization” Costing Allocation (UNFilled Position)

Look up Position # in Workday => Review Organization Assignments under "Position Overview"

P000086726 Finance Manager (Unfilled) 

[Position Overview](#) [Position Budget](#) [Incumbent](#)

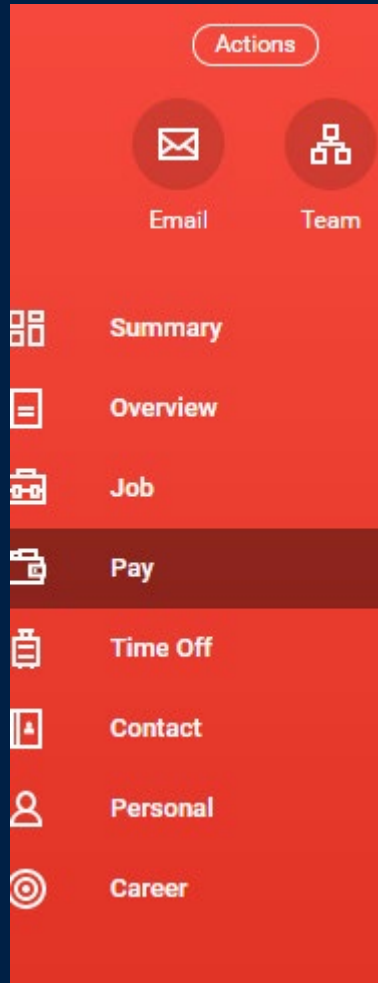
[Position Overview](#) [Hiring Restrictions](#) [Qualifications](#) [Default Compensation](#) [Business Process History](#)

Supervisory Organization UBCO | Finance Strategies | Finance (Eliana Suarez)

Organization Assignments Company: UBC The University of British Columbia
Cost Center: CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO
Function: FN400 General Administration
Functional Unit Hierarchy: UBCO - Finance
Fund: FD000 General Purpose Operating



“Default Organization” Costing Allocation (Filled Position)

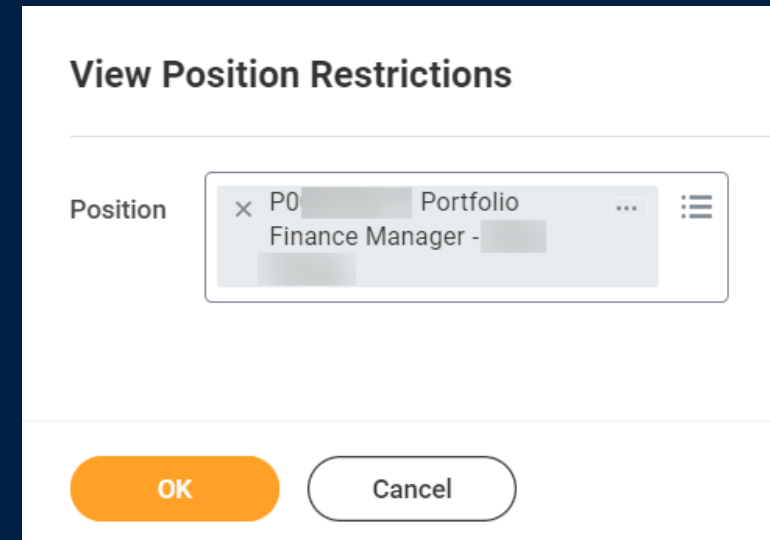
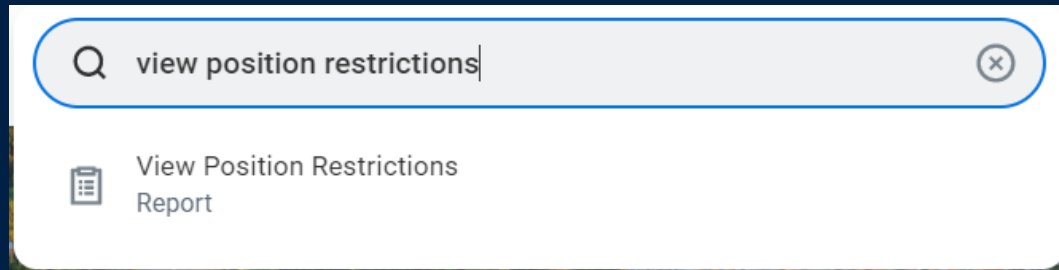


Pay Group Costing Allocations Payment Elections Payslips Tax Elections Tax Documents

▼ **Default Organizational Assignments**

Company: 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

How to view Costing Allocations for the Position?



**VIEWING COSTING ALLOCATIONS FOR A POSITION =
“POSITION RESTRICTIONS”**



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	Allocation Detail					
			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: [redacted] Function: [redacted] Fund: [redacted] Program: [redacted]	100.00%	Yes

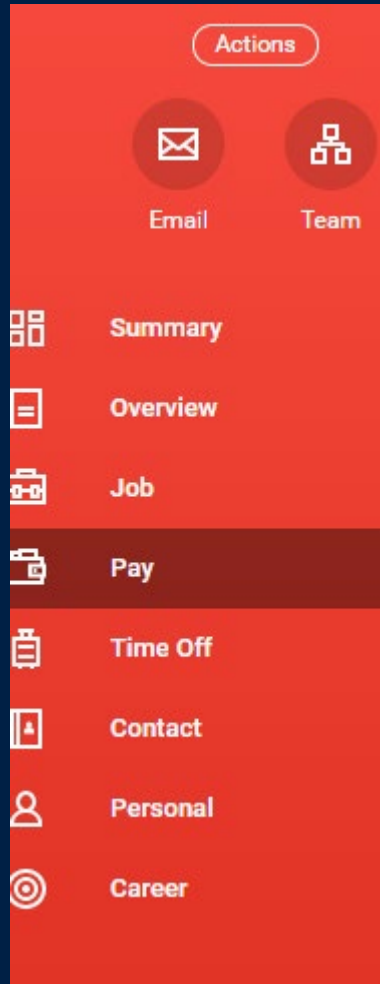
Ongoing Position – Notice no end date on the costing allocation in this case



VIEWING COSTING ALLOCATIONS FOR A WORKER



How to view a Workers Costing Allocations



Pay Group Costing Allocations

> Default Organizational Assignme

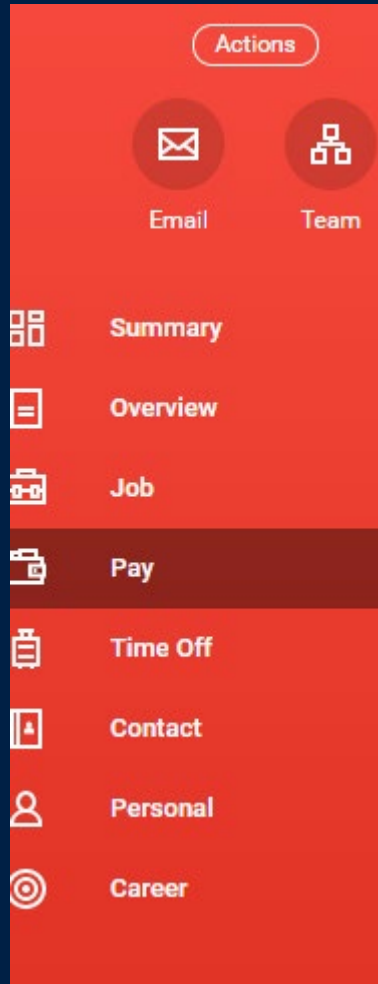
Current and Future Costing Allocations 2 items

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?



A vertical navigation sidebar with a red background. At the top, there is an 'Actions' button. Below it are 'Email' and 'Team' buttons. The main menu items are: 'Summary', 'Overview', 'Job', 'Pay' (highlighted with a darker red background), 'Time Off', 'Contact', 'Personal', and 'Career'.



The screenshot shows the 'Costing Allocations' page. At the top, there are tabs for 'Pay Group' and 'Costing Allocations'. Below the tabs, there is a section for 'Default Organizational Assignment'. The main content area is titled 'Current and Future Costing Allocations 2 items'. It contains a table with the following data:

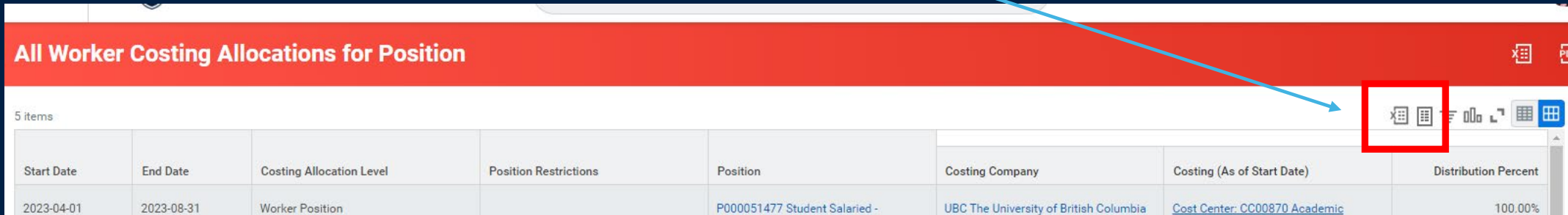
Start Date	End Date	Costing Allocation Level
2021-01-01		Worker Position
2020-05-29		Position Restrictions

At the bottom of the page, there is a button labeled 'View All Costing Allocations', which is highlighted with a red rectangular box. A blue arrow points from the text below towards this button.

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.

Viewing All Costing Allocations when there are MANY CA

When an employee has a long history of costing allocations, Export to an Excel sheet where you can more easily see ALL the CA and the dates that each CA covers



All Worker Costing Allocations for Position

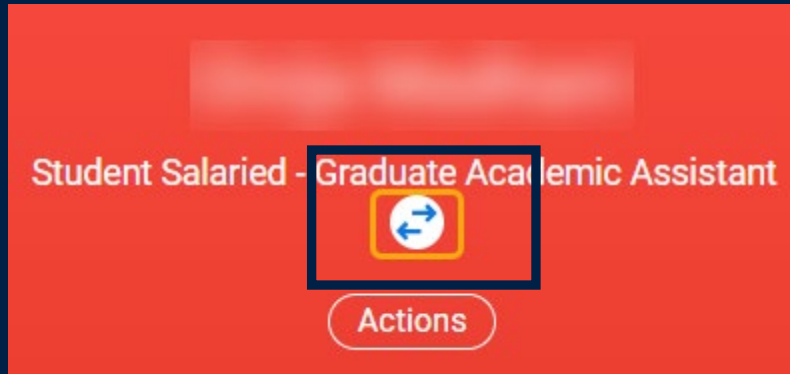
5 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
2023-04-01	2023-08-31	Worker Position		P000051477 Student Salaried -	UBC The University of British Columbia	Cost Center: CC00870 Academic	100.00%

Example of Excel Export:

A	B	C	D	E	F	G
Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing Company	Costing (As of Start Date)
4/1/2023	8/31/2023	Worker Position		P000051477 Student Salaried - Graduate	UBC The University of British Columbia	Cost Center: CC00870 Academic Programs
11/28/2022	3/31/2023	Worker Position		P000051477 Student Salaried - Graduate	UBC The University of British Columbia	Cost Center: CC00870 Academic Programs
1/1/2021	1/22/2021	Position Restrictions	P000051477 Student Salaried - Graduate		UBC The University of British Columbia	Cost Center: CC00870 Academic Programs
1/1/2021	1/22/2021	Position Restrictions	P000051477 Student Salaried - Graduate		UBC The University of British Columbia	Cost Center: CC00870 Academic Programs
12/1/2020	12/31/2020	Position Restrictions	P000051477 Student Salaried - Graduate		UBC The University of British Columbia	Cost Center: CC00870 Academic Programs

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

ADDING, CHANGING, DELETING COSTING ALLOCATION



'TO DO' TASK IN WORKDAY INBOX

- When the “assign costing allocation” business process is triggered due to completion of a HR business process, (i.e. compensation change), a “to do” task is created for the initiator.
- Before Submitting to approve, check the dates and the Worktag of the Costing allocation is correct.
- Expand to see all existing allocations for the employee by clicking the “> Existing Costing Allocations” section at the bottom of the screen

> Costing Allocation Attachments

2 items

	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Program
+			
-			
-			

Remove

Add

> Existing Costing Allocations

Submit Save for Later Cancel

Assign Costing Allocation for the Position – Position Restrictions

Before adding or changing the Costing Allocation always review the existing CA for the Position.

Every Position should have a Position Restrictions costing allocation set up.

You can specify costing allocations to different worktags based on date ranges; they should not overlap nor should their be gaps.




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  ?


Worker Costing


Worker  ?

Position  ?

Earning  ?

Position Restrictions Costing

Effective Date 2023-01-31  ?

Position Restrictions  ?

OK **Cancel**

For what period do you want to see the CA? For all CA from today's date and forward, then leave the "To" box empty. If wanting to view for a specific time period, enter those dates here.

Leave blank

Enter Position number in the Position Restrictions box.



Assign Costing Allocation for the Position – Position Restrictions

Assign Costing Allocation #16/167

"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

TIP:

Allocations of the same type (i.e. Position Restrictions) must not overlap in dates. ALWAYS end the first allocation and Add a second after the end date of that allocation.

Costing Allocation Attachments

*** Should always be at the detailed Worktag!!**

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


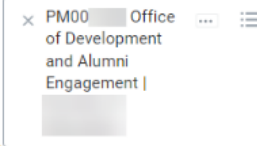
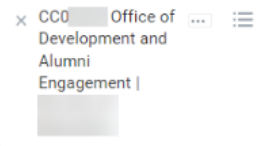

Add



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	<input type="text" value="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%.

Assign Costing Allocation to the Worker = Worker Position

Before adding or changing the Costing Allocation always review the existing CA for the Worker.

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 often has more than one way to perform a task. To initiate costing allocations Workday has **THREE** ways. Choose the one you like best.



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

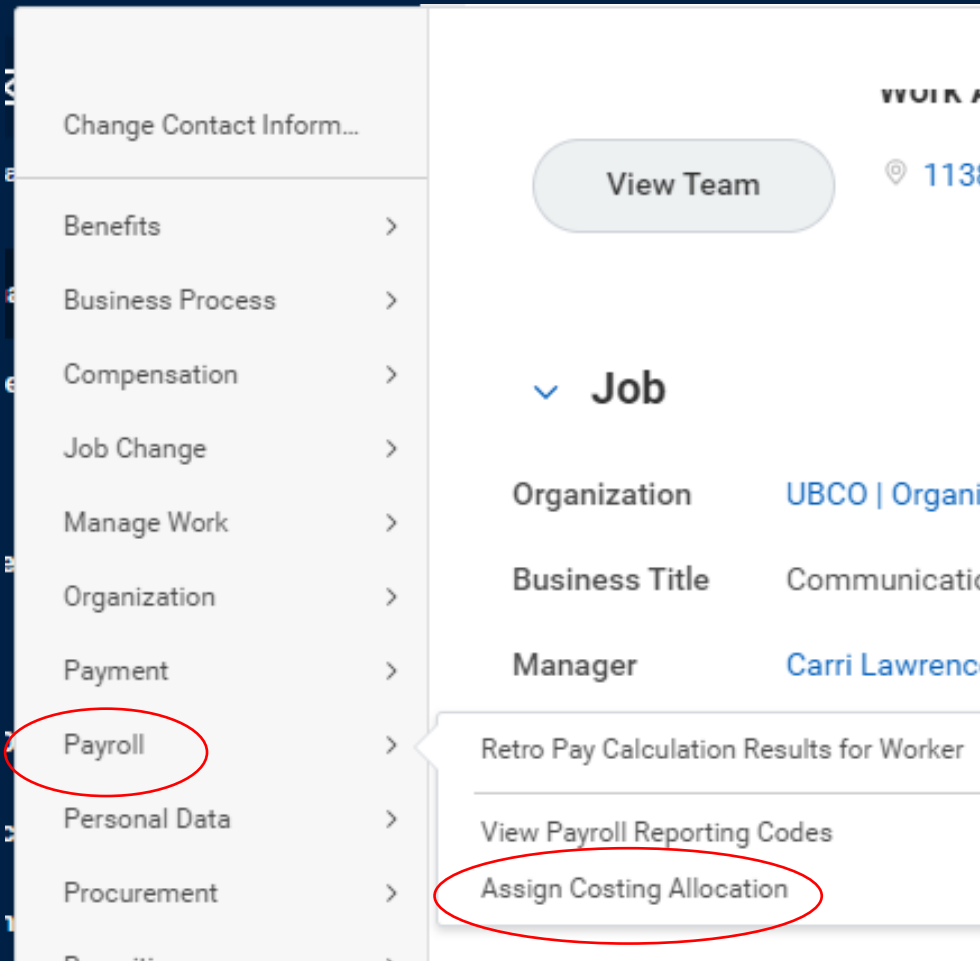
View All Costing Allocations

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"



Option 2 - From “Actions” under Worker Profile



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

Option 3 Standalone Process - "Assign Costing Allocation"

The screenshot shows a web form titled "Assign Costing Allocation" with an orange header. Below the header, there is explanatory text: "Worker Costing" allocates Costing for that specific Worker, and "Position Restrictions Costing" allocates Costing for the Position. A note asks to include Total Monthly Salary or Hourly rate in the Comment box. The form is divided into two main sections: "Worker Costing" and "Position Restrictions Costing".

Include Existing Allocations

From:

To:

Worker Costing

Worker:

Position:

Earning:

Position Restrictions Costing

Effective Date:

Position Restrictions:

Annotations:

- A blue thought bubble points to the "From" date field with the text: "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."
- A blue box points to the Worker Costing fields with the text: "To Assign CA for an employee use this section".
- A blue box points to the Position Restrictions Costing fields with the text: "To Assign CA for the Position use this section".
- A grey box with an asterisk points to the Worker Costing and Position Restrictions Costing sections with the text: "* You can only select to view or edit one section at a time. Enter data in Worker Costing **OR** Position Restrictions Costing".

Buttons:

Add/Edit/Delete Costing Allocations

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 (leave no gaps).

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.

Edit Costing Allocations for Past 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

To

Worker

Worker

Worker

Worker

Position *

Earning

Position Restrictions Costing

Effective Date

Position Restrictions

Use the BP called "Assign Costing Allocations"

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

If the employee is no longer in a supervisory org you have access to, change the dates in From and To section to when the position was active in the supervisory organization

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. Do not overwrite it!

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.

CA for active workers should never have gaps in the dates or overlap.

Editing Costing Allocations

An existing costing allocation usually only needs to be edited if you need to change the Worktag that's currently being charged.

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



UNDERSTANDING COSTING ALLOCATIONS

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		[REDACTED]	Regular Earnings Staff	UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPP0 Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009861 Integrated Service Centre VPP0
2021-04-01	2021-04-30	Worker Position		[REDACTED]		UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPP0 Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009861 Integrated Service Centre VPP0
2020-09-24	2021-03-31	Worker Position		[REDACTED]		UBC The University of British Columbia	Cost Center: CC02168 Integrated Service Centre VPP0 Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM009861 Integrated Service Centre VPP0

Remember the order costing allocations are done! First at the Worker Position Earning level!

Note: No detailed worktag was set up so the payroll costs will be charged to the Cost Center

Note: Worktag that payroll costs will be charged to is a Program



- 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 allocations at the Worker Position for the same period. In this example, payroll costs will be charged directly to the Cost Center as no Program, Grant, Gift has been identified.
- For the period November 1, 2020 (when we went live in Workday) to March 31, 2021, all earnings for this worker will be charged to the Program PM00986



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.

**note – if a person has more than one of an earnings type (i.e. Honorarium), all payments for this earning type will follow the CA*

If ALL an employees earnings are charged to the SAME Worktag, choose type “**Worker Position**”.



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 – Worker Position Earning

> Default Organizational Assignments

From May 1, 2021 - December 31, 2022, All Regular Earnings will be charged to Grant NGHC

From May 1, 2021 - August 31, 2023, **Faculty Fellowship** earnings will be charged to Grant PGWR

From September 1, 2020 and onward, the admin stipend will be charged to Program PM003952

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	P00004998 [Redacted] ch	Regular Earnings Faculty	UBC The University of British Columbia	[Redacted] Function: FN900 Research Fund: FD220 Unrestricted Research Grant: NGHC GR011012 UBCOHSO 2018 Shave	100.00%
2021-05-01	2023-08-31	Worker Position Earning	P00004998 [Redacted] ch	Faculty Fellowship	UBC The University of British Columbia	[Redacted] Function: FN900 Research Fund: FD200 Sponsored Research Grant: PGWR GR017292 MSFHR 2020 Shave	100.00%
2020-09-01		Worker Position Earning	[Redacted] ch Fellow - Bessie's Memory	Admin Stipend	UBC The University of British Columbia	[Redacted] Function: FN000 Instruction Fund: FD000 General Purpose Operating Program: PM003952 Health and Exercise Sciences Faculty of Health and Social Development Provost and VP Academic - Faculties - UBCO	100.00%

Understanding Costing Allocations

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

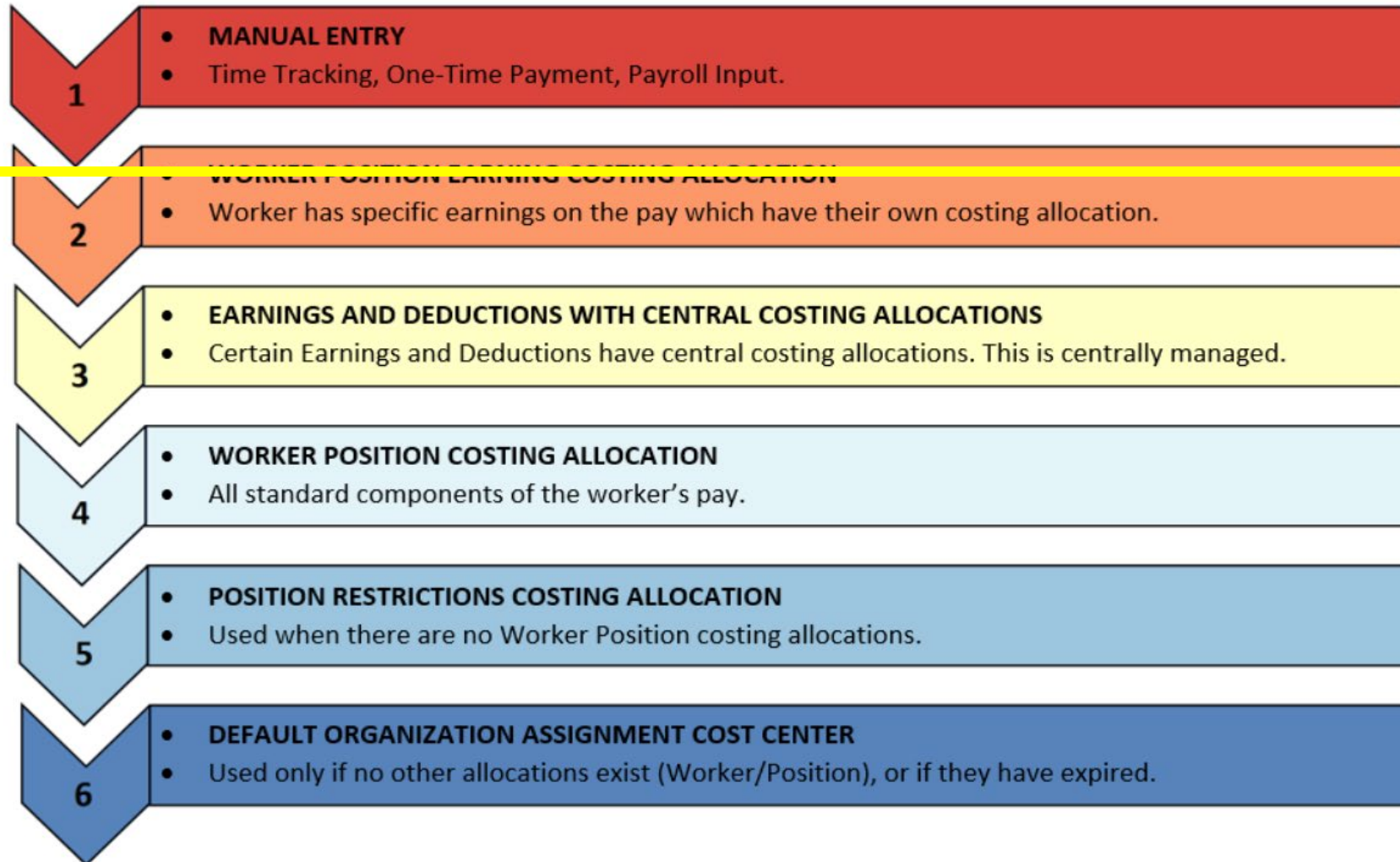
Turn on the new tables view

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!

COSTING ALLOCATIONS FOR ONE TIME PAYMENTS, TIME SHEETS AND WORKED TIME



Costing Allocations for Timesheets and One Time Payments



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.



One-Time Payment

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 *

X Honarium

Scheduled Payment Date *

2020-07-01

Amount *

100.00

Currency *

X CAD

Send to Payroll



Additional Information

> Supporting Information

Cost Center

Additional Worktags

Payment Details

100.00 CAD

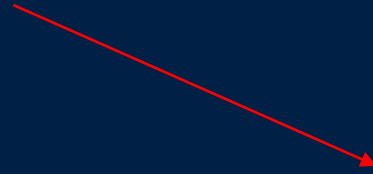
One time Payments

Enter Worktag in the Additional Worktag field; Cost Center will auto-populate

If no worktag is entered, pay allocation will default to existing costing allocations. Missed allocations will need to be corrected by a Payroll Accounting Journal

Allocating Worked Time - Program

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.



Enter Time
2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment



Allocating Worked Time – Grant, Project, Gift or Gift Initiative

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.

Allocating Worked Time

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.

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 (PAA)?

Entered by Payroll to adjust the worktags assigned to a worker's pay after the payroll has posted (retroactively). The process is triggered by the Costing Allocation BP, NOT a direct request to Payroll or to the ISC!

What is a PAYROLL ACCOUNTING JOURNAL (PAJ)?

A specific type of Accounting Journal entered by **Finance Staff** who have the necessary security permissions. For UBCO this is requested by completed a PAJ form and submitting to Payroll. 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.**



Payroll Accounting Journal

Why can't I just do a PAJ?

- It is **best practice to correct a costing allocation retroactively** rather than process only a PAJ because:
 - If subsequent costing allocation changes are made, there is no record of any PAJs in the worker's costing allocations. The person making the new changes will likely not be aware of previous cost reallocations resulting from a PAJ, which **may then lead to duplication, as PAAs can duplicate previous PAJs but not previous PAAs.**
 - A PAA redirects the employee's salary and benefit costs to the correct worktags.
 - When investigating historical pay allocation, PAAs are easier to track. Having a multitude of PAJs makes any analysis difficult.

When should a PAJ be used?

- To clear small dollar amounts left in grant/program. Need to clear to \$0; and cannot do this by a PAA
- To move Benefits to a different worktag than where the Salary is charged
- To correct discrepancies resulting from the monthly bulk benefits reallocation process performed by the ISC.
- If you urgently need to make changes while waiting for a PAA to be processed – **the interim PAJ must be reversed once the PAA is completed.**
- To correct a one time payment that was missing worktag information



PAA Status

Visit the [UBC Payroll](#) website to see the latest processing status for PAAs.

Select "For Administrators" and "Payroll Accounting Adjustments".

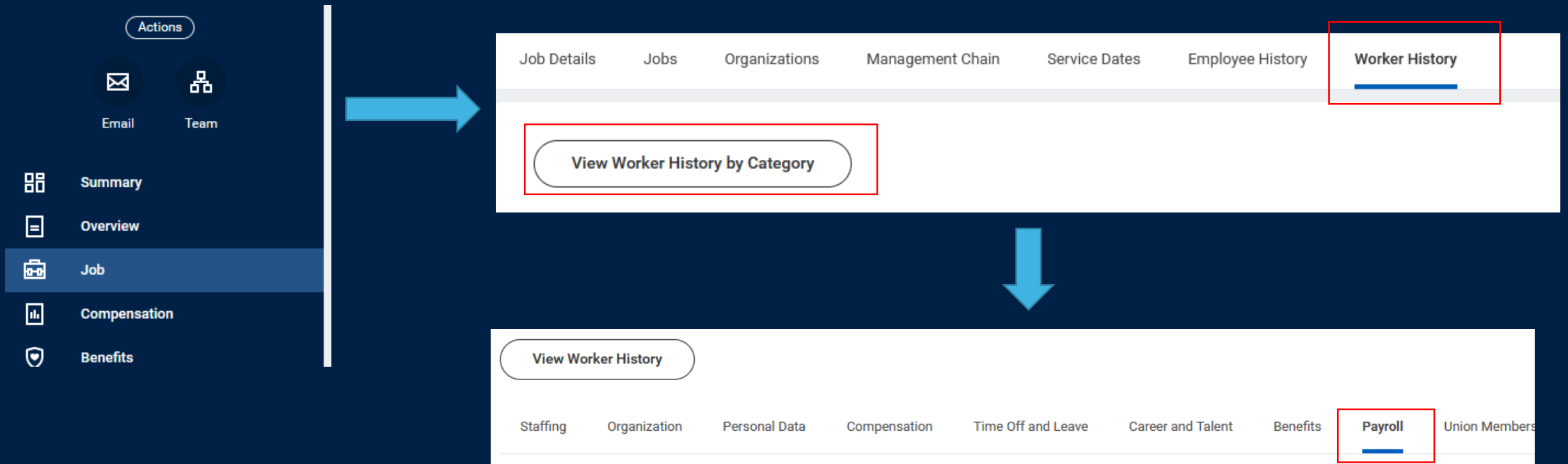
Review the "When will a PAA be done?" section to see more information. All PAAs that were generated before the date listed are now considered complete.

* This reflects the date on which the Costing Allocation change was approved, not the date range for which it was completed.



PAA HISTORY

PAAs that have been processed for a worker can be viewed in their profile:



*menu options will vary depending on security



PAA HISTORY

Payroll Accounting Adjustment History 5 items



Business Process	Initiated On	Status	Company	Pay Periods
Payroll Accounting Adjustment	2022-01-27 10:36:38 a.m.	Successfully Completed	UBC The University of British Columbia	2021-05-01 - 2021-05-15 (Semi-Monthly - Salary) 2021-05-16 - 2021-05-31 (Semi-Monthly - Salary) 2021-06-01 - 2021-06-15 (Semi-Monthly - Salary) 2021-06-16 - 2021-06-30 (Semi-Monthly - Salary) 2021-07-01 - 2021-07-15 (Semi-Monthly - Salary) 2021-07-16 - 2021-07-31 (Semi-Monthly - Salary) 2021-08-01 - 2021-08-15 (Semi-Monthly - Salary) 2021-08-16 - 2021-08-31 (Semi-Monthly - Salary) 2021-09-01 - 2021-09-15 (Semi-Monthly - Salary) 2021-09-16 - 2021-09-30 (Semi-Monthly - Salary) 2021-10-01 - 2021-10-15 (Semi-Monthly - Salary) 2021-10-16 - 2021-10-31 (Semi-Monthly - Salary) 2021-11-01 - 2021-11-15 (Semi-Monthly - Salary) 2021-11-16 - 2021-11-30 (Semi-Monthly - Salary) 2021-12-01 - 2021-12-15 (Semi-Monthly - Salary) 2021-12-16 - 2021-12-31 (Semi-Monthly - Salary) 2022-01-01 - 2022-01-15 (Semi-Monthly - Salary) Less (12)
Payroll Accounting Adjustment	2021-09-14 11:36:02 a.m.	Successfully Completed	UBC The University of British Columbia	2021-05-01 - 2021-05-15 (Semi-Monthly - Salary) 2021-05-16 - 2021-05-31 (Semi-Monthly - Salary) 2021-06-01 - 2021-06-15 (Semi-Monthly - Salary)
Payroll Accounting Adjustment	2021-08-15 06:54:35 p.m.	Successfully Completed	UBC The University of British Columbia	2021-04-16 - 2021-04-30 (Semi-Monthly - Salary)
Payroll Accounting Adjustment	2021-08-15 06:47:36 p.m.	Successfully Completed	UBC The University of British Columbia	2021-05-01 - 2021-05-15 (Semi-Monthly - Salary)



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 (important1!)
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 COSTING ALLOCATIONS AND INVESTIGATING DISCREPANCIES

Access to reports and their data depend on your Workday security role(s).



Costing Allocation Reports

All Workers Costing Allocations Current Positions – Distributed

View an employee's costing allocations information for their current position(s) with worktags separated out into individual columns. This includes the position start & end dates as well as the costing allocations start & end dates.

All Workers Costing Allocations including Past Positions – Distributed

View an employee's costing allocations information for their current positions and all positions they've filled in the past, with worktags separated out into individual columns. This includes the position start & end dates as well as the costing allocations start & end dates. For historical positions, the column "Shows Position If EE is currently in it" will be blank.

Workers without Active Worker Position Costing Allocation – Distributed

All active workers should have an active Worker Position Costing Allocation. Run this report to view any active workers who are missing a Worker Position Costing Allocation. Can be filtered by Supervisory Organization, Cost Center, Worker Type, and Effective Date.

List Workers with Upcoming Expiry of Costing Allocation

View active workers whose costing allocation and worktags are going to expire within a specified date range; can be filtered by worker(s), Starting End Date, and Ending End Date. *If a worker's CA is ending, another allocation must be adding to cover the remainder of their appointment.*



Costing Allocation Reports

Job & Account Information for Current Employees - Distributed

View all active costing allocations, including job and compensation information, for a group of workers (faculty, staff and student employees).

Notes on running this report:

- One or more Supervisory Organization(s) must be selected.
- Subordinate Organizations can be included.
- Can be configured to provide information on specific worker(s) and/or Job Category.



Investigating Discrepancies

When a worker's pay is allocated in unexpected ways (e.g. wrong worktags, incorrect distribution), further investigation will usually reveal the underlying cause.

The following items are a good starting point for any such investigation:

- Past, present, and future costing allocations
- Record of costing allocation changes
- The worker's pay history

Investigating Discrepancies

When a worker's pay is allocated in unexpected ways (e.g. wrong worktags, incorrect distribution), further investigation will usually reveal the underlying cause.

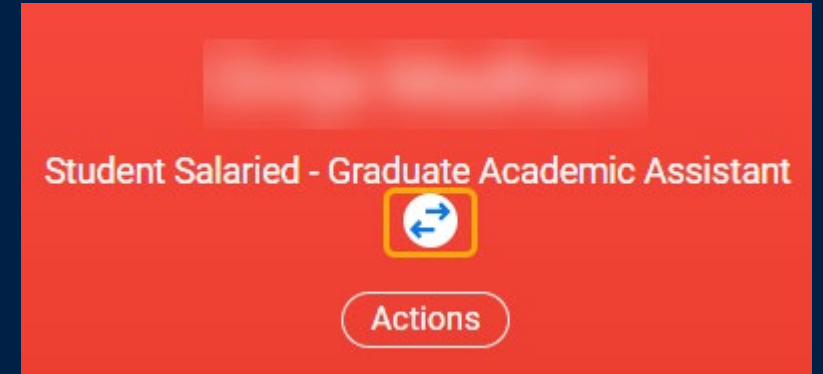
The following items are a good starting point for any such investigation:

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- Record of costing allocation changes
- The worker's pay history

Investigating Discrepancies – costing allocations for Position

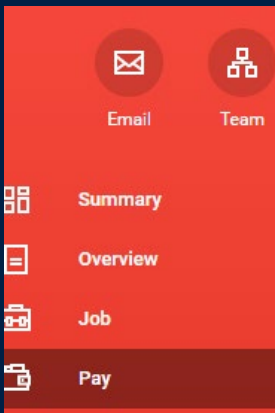
Enter the **worker's name** in the search bar and **select it from the results**; this will open their profile.

If the worker has **multiple positions**, ensure you are looking at the one you wish to investigate. The worker's name and position appear in the top left of their profile. Click on the **Switch Position (double arrow)** icon following their position name and select the position to investigate.



On the profile's left side menu select **Pay**; the page will open to the **Costing Allocations** tab at the top of the page to view the current allocations.

Right-click on the **View All Costing Allocations** button (at the bottom of the page) and select **See in New Tab**. This opens the 'All Worker Costing Allocations for Position' report, which contains all past, present, and future costing allocations for the worker in this position. Since the report opens in a new tab, your original tab will remain open on its current page.



All Worker Costing Allocations for Position

Turn on the new tables view

1 item

Start Date	End Date	Costing Allocation Level	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
2020-09-24		Worker Position	[Redacted]	UBC The University of British Columbia	Cost Center: CC00 Function: FN Fund: FD Program: PM	100.00%

Investigating Discrepancies – Payroll Summary Report

Enter '**Payroll Summary – Distributed**' in the search bar, but **do not press Enter**. Instead, **right-click** on the report name in the results and select **See in New Tab**.

Complete the report prompts as follows:

- **Organization:** Select all of your available organizations to ensure the report returns the maximum amount of data you have permission to view. If you select only a single organization, you may be omitting available pay data for the worker.

To select all Organization listed in the field, click on My Organizations, press Ctrl + A on your keyboard to highlight all, then press the Space key to select them*.

- **Period:** Select the fiscal period for which to see the worker's pay.
- **Worktags:** Click in the field, type the worker's name and press Enter. Select the Employee's worktag from the search results (i.e. Employee: [Worker Name]).

**Community members commonly have access to only a limited number of worktags. Therefore, a distributed user may not see a worker's full pay data regardless of how many organizations are selected.*



Investigating Discrepancies – Payroll Summary Report Review

The 'Payroll Summary – Distributed' report displays the worker's salary and benefits for the selected pay period. Each month in period has a separate column in the table, and each driver worktag and position combination has its own row.

To drill-down into a pay amount, click on the value in the cell. Use the View By field in the drill-down pop-up window to view the data by Journal Source, Pay Component, etc.

Cost Center Hierarchy	Driver Worktag	Fund	Cost Center	Activity	Job Family Group	Job Classification	Position / Job Title	Functional Unit	Employee	Employee ID	Visa (If Any)	Apr		Jul	
												Salary	Benefits	Salary	
Department - PEDS CCH7	CC01936 General Department - PEDS Faculty of Medicine	FD000 General Purpose Operating	CC01936 General Department - PEDS Faculty of Medicine	(Blank)	Student (JFG)	Student Salaried - Graduate Research Asst		Pediatrics							
Department - PEDS CCH7	CC01936 General Department - PEDS Faculty of Medicine	FD000 General Purpose Operating	CC01936 General Department - PEDS Faculty of Medicine	(Blank)		(Blank)		Pediatrics							
Department - PEDS CCH7	NKPN GR005618 CIHR 2017 Gantt	FD210 Tri-Agency	CC01937 Other Department - PEDS Faculty of Medicine	(Blank)	Student (JFG)	Student Salaried - Graduate Research Asst		Pediatrics				1,106.38	2.66		
Department - PEDS CCH7	NKPN GR005618 CIHR 2017 Gantt	FD210 Tri-Agency	CC01937 Other Department - PEDS Faculty of Medicine	(Blank)	Student (JFG)	Student Salaried - Graduate Research Asst		Pediatrics						2,162.48	
Department - PEDS CCH7	NKPN GR005618 CIHR 2017 Gantt	FD210 Tri-Agency	CC01937 Other Department - PEDS Faculty of Medicine	(Blank)		(Blank)		Pediatrics							
Centre - UBCCDC CCH7	PFQB GR016659 MSFHR 2020 Jassem	FD200 Sponsored Research	CC01891 Other Centre - UBCCDC Faculty of Medicine	(Blank)		(Blank)	(Blank)					(12,000.00)			

Click on value to drill down

Criteria View by: Select a Field... and then by: Select a Field... Refresh

2 items

Journal

Operational Account Detail: UBC The University of British Columbia 2021-04-15

Operational Account Detail: UBC The University of British Columbia 2021-04-15

Journal	Source	Ledger Account	Spend Category	Employee	Pay Component	Amount	Worktags
	Actual	5020:Salaries Student	Salaries Student Domestic		Student Fellowship	553.19	Cost Center: CC01937 Other Department - PEDS Faculty of Medicine Earning: Student Fellowship Function: FN900 Research Fund: FD210 Tri-Agency More (9)
	Actual	5020:Salaries Student	Salaries Student Domestic		Student Fellowship	553.19	Cost Center: CC01937 Other Department - PEDS Faculty of Medicine

Criteria View by: Journal Source and then by: Select a Field... Refresh



Investigating Discrepancies – Worker Costing Allocation History

On the Worker profile select Job --> Worker History --> Worker History by Category --> Payroll

Click the header of the **Initiated On** column and select **Sort Ascending** to list the events in chronological order.

Click on a **link in the Business Process** column to drill-down into an event and see what changes were made (optionally use **right-click > See in New Tab**)

The screenshot shows the 'View Worker History by Category' interface. The 'Payroll' tab is selected. Below the tabs, there is a toggle for 'Turn on the new tables view'. The main content is a table titled 'Costing Allocation History' with 7 items. The table has columns for Business Process, Costing Allocation Level, Position, Initiated On, and Status. The 'Initiated On' column header is highlighted with a yellow box. The first row of the table is also highlighted with a yellow box.

Business Process	Costing Allocation Level	Position	Initiated On	Status
[Link]	Worker Position	[Redacted]	2020-10-25 02:44:51 AM	Successfully Completed
[Link]	Worker Position	[Redacted]	2020-10-25 02:44:51 AM	Successfully Completed
[Link]	Worker Position	[Redacted]	2020-10-25 02:44:51 AM	Successfully Completed

Investigating Discrepancies – Review and Compare

When a worker's pay allocates unexpectedly, the first step is to review and compare the information from these reports in detail.

Investigate at the departmental level before contacting the Integrated Service Centre with any queries.

All workers should have active Worker Position costing allocations for each active position. There should be no date gaps from their position's start date, until the end of their final pay period of their termination date, or left as an ongoing allocation (no end date).

If the issue can't be resolved, submit a ticket, Select Finance and Costing Allocations for the issue type

Please specify what the issue is related to

Category: ?

Note: The options below will change based on the top category you select. See the [full list](#). ✕

Finance ▼

Select a Finance subcategory:

Costing Allocations ▼

Transaction Number (if applicable): ?

e.g. Invoice #, Expense Report #, PO #, Journal #, ISD #, etc ✕

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



Appendices



Knowledge Articles

FAQ's Costing Allocations:

https://ubc.service-now.com/selfservice/?id=kb_article&sys_id=8065354b8725e990f2f90d47cebb354d&table=kb_knowledge

Assign Costing Allocations

https://ubc.service-now.com/selfservice/?id=kb_article&sys_id=19e022001b712510b2eda8ecbc4bcb8e&table=kb_knowledge

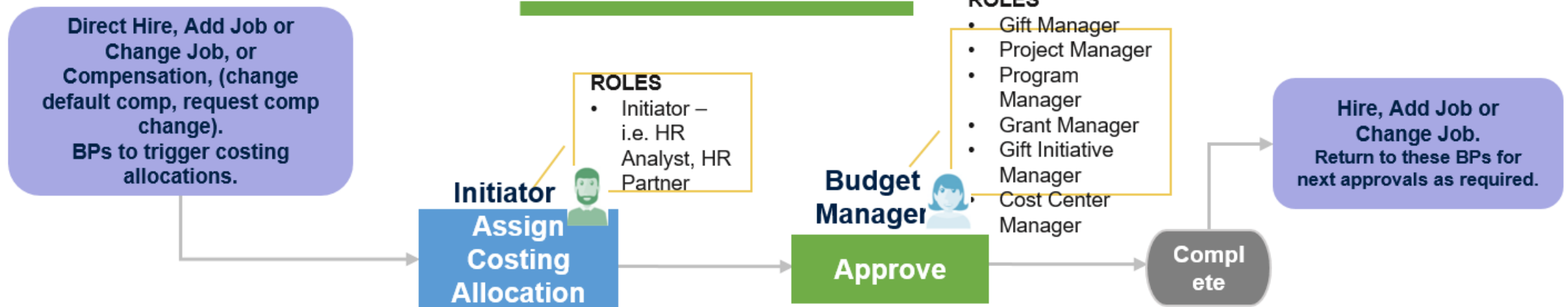
Workplace Learning

- Enroll in the Workday Costing Allocations Training
- <https://wpl.ubc.ca/browse/workday/cross-functional/courses/wpl-wd-cost>



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:						
			<i>How is monthly earnings split?</i>	% of Total Salary	Mthly earnings	
			Regular Earnings	21.67%	\$	1,083.34
			Fellowship	78.33%	\$	3,916.66
			Total Mthly salary	Total must = 100%		\$ 5,000.00
				Allocation % to enter into Workday (total must = 100%)	Salary amount charged to each Worktag	
			% paid from each Worktag			
1. Do CA for Worker Position Earnings for Fellowship earning first:						
Costing allocation #1 - for Fellowship Earnings		Fellowship - paid from Worktag A	11.66%	14.89%	\$	583.00
Choose Worker Position <u>and</u> 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

