

Cornell University

Making Sense of Costing Allocation
Part III: Troubleshooting



WORKDAY TRAINING: SPOTLIGHT SERIES



Making Sense of Costing Allocation

**Part I: Review of
Position-Level Costing**

Part II: Review of
Worker –Level or Position
Override Costing

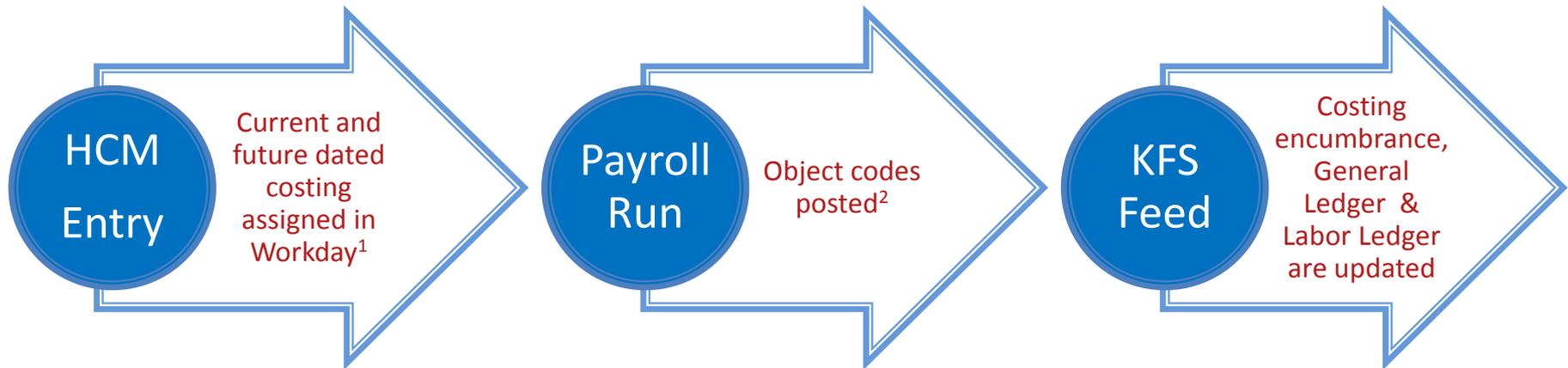
**Costing Allocation
Position-Level**

**Part III: Troubleshooting
Costing Allocation**

Part IV: Advanced Topics
(Mid-Period Changes and
Allowance with the Same
Allowances)



Pathway to KFS



Known Issues:

1. All retro changes need to be processed through KFS via a Salary Transfer. To view historical costing feed processed through Workday and feed into KFS, you may use the **Worker Costing Allocation by Employee Report**.
2. Existing payroll posting rules are being updated based on recently discovered discrepancies with object coded. More information will be forthcoming.



Example 1: Viewing Costing Allocation Data



Costing Allocations | Pay Group | Reporting Codes

Costing Allocations

▶ Default Organizational Assignments

Costing Allocations - 5 items

Start Date	End Date	Costing Allocation Level	Position	Earning	Costing	
						Distribution Percent
06/01/2013	08/15/2013	Worker Position Earning	00133183 Prof Asst -	Summer Salary Ret Elig	Cost Center: IT.1213110.— I&DR-SUPPORT FROM DEAN	50.00%
					Cost Center: IT.1213303.— RES-SUPPORT FROM DEAN	50.00%
01/25/2013		Worker Position	00130902-4 Temp Serv Prof -		Cost Center: IT.P013107.— CORNELL FITNESS CENTERS	100.00%
					F3-Org Ref ID: GFITNESS KFS Org Ref ID	
01/25/2013		Worker Position	00133183 Prof Asst -		Cost Center: IT.1213110.— I&DR-SUPPORT FROM DEAN	50.00%
					Cost Center: IT.1213303.— RES-SUPPORT FROM DEAN	50.00%

When an employee has multiple positions and unique corresponding costing levels, all of the information will be visible under the PAY icon. Be sure to look at the position for which the costing is assigned.





Example 2: Missing Position Defaults

Sandbox (SANDBOX) 19.0.24.312 (XORC revision: 27018) - cornell

workday. All About Me

Costing Change Position Default

Instructions This report compares costing effective dates on the position default by comparing two singular points in time, not a date range.

Effective Date 1: 01/25/2013 ← Previous Point In Time

Effective Date 2: 05/10/2013 ← Today's Date

Organizations *

Include Subordinate Organizations

Costing Change Position Default

Effective Date 1: 01/25/2013 Effective Date 2: 05/10/2013 Organizations: CALS - CALS Dean's Office (Kathryn Jean Boor)

Include Subordinate Organizations: Yes [Change](#)

189 items

Employee ID	Worker	Legal Name - Last Name	Legal Name - First Name	Cost Center Current	Cost Center Previous
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	IT.1848580.— USDA 59664 SCA - ACID SOIL TOLERANCE





Example 2: Missing Position Defaults



Job

Compensation

Benefits

Pay

Time Off

Contact

Personal

Performance

Overview

Costing Allocations | Pay Group | Reporting Codes

Costing Allocations

Costing Allocations - 2 items



Start Date	End Date	Costing Allocation Level	Position	Earning	Costing	Distribution Percent
05/01/2013	04/30/2014	Worker Position Earning	00150983 Research Support Spec Iv	Salary	Cost Center: IT.A673200.— PLANT BIOLOGY GENERAL EXPENSE	100.00%
05/01/2013	04/30/2014	Worker Position	00150983 Research Support Spec IV		Cost Center: IT.A673200.— PLANT BIOLOGY GENERAL EXPENSE	100.00%

Position ▾ 00150983 Research Support Spec IV

Organization Assignments

- ▾ Budgeted Position: Budgeted
- ▾ Company: Cornell University
- ▾ KFS Organization: 2100-2167 Plant Biology
- ▾ Not Students/Grads: Non Students



Example 3: Unnecessary Costing

Costing Allocations

Default Organizational Assignments

Default Organizational Assignments Cost Center: IT.G724706.— CAMPUS INFO & VISITOR REL - OPER

Costing Allocations

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing	Distribution Percent
03/25/2013		Position Restrictions	00150309 Communication Mgr II	Cost Center: IT.G724706.— CAMPUS INFO & VISITOR REL - OPER	100.00%

The **Position Restriction** is unnecessary as it is the same value as the default cost center.



Example 4: Worker Overrides without Positions

Costing Allocations

Default Organizational Assignments

Default Organizational Assignments Cost Center: IT.4748221.— UNIT INCOME OPERATIONS

Costing Allocations - 5 items

Start Date	End Date	Costing Allocation Level	Position	Earning	Costing	
					Costing	Distribution Percent
01/25/2013		Worker Position	00134870 Administrator VI -		Cost Center: IT.4783609.— ADMINISTRATION - CLERICAL	20.00%
					Cost Center: IT.4748221.— UNIT INCOME OPERATIONS	80.00%
04/01/2013	10/31/2013	Worker			Cost Center: IT.4748301.OPS AGMRKT 66410 13/14 NYSVDL CORE - OPERATIONS	80.00%
					Cost Center: IT.4783609.— ADMINISTRATION - CLERICAL	20.00%

1

Compensation Finance Partner added 4/1/13 date but did not:

- a) Include the **Position**, just listed Worker.
- b) Did not add an End Date to the 1/25 Worker Position override.

Result: Worker Position seen as the active first available costing. The 1/25 Worker Position values were pulled into KFS.



Example 5: Incorrect Use of Worker /Position/Earnings

Job Compensation Benefits Pay Time Off Contact Personal Performance Overview

Costing Allocations | Pay Group | Reporting Codes

Costing Allocations

Default Organizational Assignments

Default Organizational Assignments Cost Center: IT.G434700.—

Costing Allocations

Start Date	End Date	Costing Allocation Level	Position	Earning	Costing	Distribution Percent
01/28/2013		Worker Position Earning	00100024 Development Support Ofcr II	Salary	Cost Center: IT.G434700.	100.00%

1. The Position Default and the Worker Position Earning Override are for the same account.
2. Remember Worker Position Earning Overrides are used when there is a unique account that should be used for an allowance or other compensation plan (ex. Summer Salary). We would never use Worker Position Earnings Overrides for an employee's regular salary.



Example

Compensation	Earnings
Cell Phone	Job Related
Regular Ancillary Pay	Regular Ancillary Pay
Shoe	Job Related
Summer Session	Summer Salary Retirement Eligible
Work Related Earnings	Work Related Earnings
Work Separate from Duties	Fees Not Connected

Costing Allocations

Default Organizational Assignments

Default Organizational Assignments ▼ Cost Center: IT.5353617.— CAHRS S

Costing Allocations - 2 items

Start Date	End Date	Costing Allocation Level	Position	Earnings	Percent
05/01/2013	05/15/2013	Worker Position Earning	▼ [Redacted] Administrator V -	▼ Fees Not Connected	▼ Cost Center: IT.5743699.— ACCENTURE GLOBAL HR ACADEMY - SHARP 100.00%

Compensation

Compensation Package ▼ Cornell Compensation Package

Grade ▼ G

Grade Profile ▼ Administrator V

Company ▼ Cornell Univ (NYS Colleges & Exper Sta)

Plan Assignments - 3 items

Effective Date	Expected End Date	Plan Type	Compensation Plan	Assignment
01/25/2013		Salary	▼ Salary Plan	USD Annual
05/01/2013	05/15/2013	Allowance	▼ Work Separate from Duties Semi-Monthly	10,000.00 USD Semi-monthly



If there is not a corresponding compensation plan for the employee, it will cause an error when payroll is run. This needs to be manually resolved by Payroll, slowing down the payroll run process.



Hierarchy of Costing Levels

Default Organizational Assignments

Default Organizational Assignments ▾ Cost Center: IT.E554120.— ACADEMIC S & F - COLLEGE

Costing Allocations - 8 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing	
						Distribution Percent
02/01/2013	1	Worker Position		00117474 Prof Assoc	▾ Cost Center: IT.E558462.— WEILL SANOFI-AVENTIS 66682 KIRBY ▾ F3-Org Ref ID: 855 KFS Org Ref ID	14.29%
					▾ Cost Center: IT.E558462.— WEILL SANOFI-AVENTIS 66682 KIRBY ▾ F3-Org Ref ID: 955 KFS Org Ref ID	24.95%
					▾ Cost Center: IT.E558461.— KIRBY:NCI: NIH PS-OC CENTER ▾ F3-Org Ref ID: 955 KFS Org Ref ID	27.03%
					▾ Cost Center: IT.E554120.— ACADEMIC S & F - COLLEGE	33.73%
05/01/2013	05/15/2013	2	Position Restrictions	00117474 Prof Assoc	▾ Cost Center: IT.E554120.— ACADEMIC S & F - COLLEGE	33.73%
					▾ Cost Center: IT.E558461.— KIRBY:NCI: NIH PS-OC CENTER	27.03%
					▾ Cost Center: IT.E558462.— WEILL SANOFI-AVENTIS 66682 KIRBY	39.24%
05/16/2013	3	Worker			▾ Cost Center: IT.E554120.— ACADEMIC S & F - COLLEGE	100.00%







Fixing Costing Issues

Important: To fix costing errors, you must enter the same values (Worker, Effective Date, Position, Earnings) as identified in the mistaken costing in order to pull up the costing to be fixed.

If...	Then...
The start date is for the current pay period or future,	You can delete the costing block and start over.
The start date is retro,	<p>Add or update the end date to be the last day of the current pay period.</p> <p>Next, enter a new block of costing with the next pay period start date (and end date, as able) with the correct costing data.</p> <p>And, as necessary, do a Salary Transfer to fix any retro costing errors.</p>

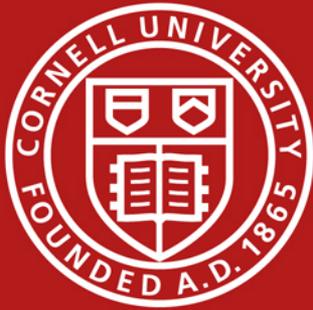


Summary

Congratulations!

You have completed this *Workday training session*





Cornell University