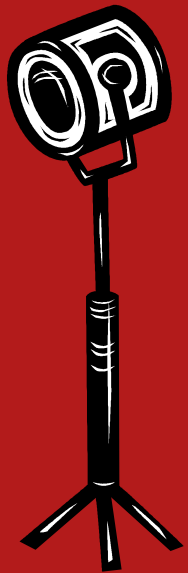Making Sense of Costing Allocation
Part II: Worker-Level

WORKDAY TRAINING: SPOTLIGHT SERIES

Making Sense of Costing Allocation

Part I: Review of Position-Level Costing

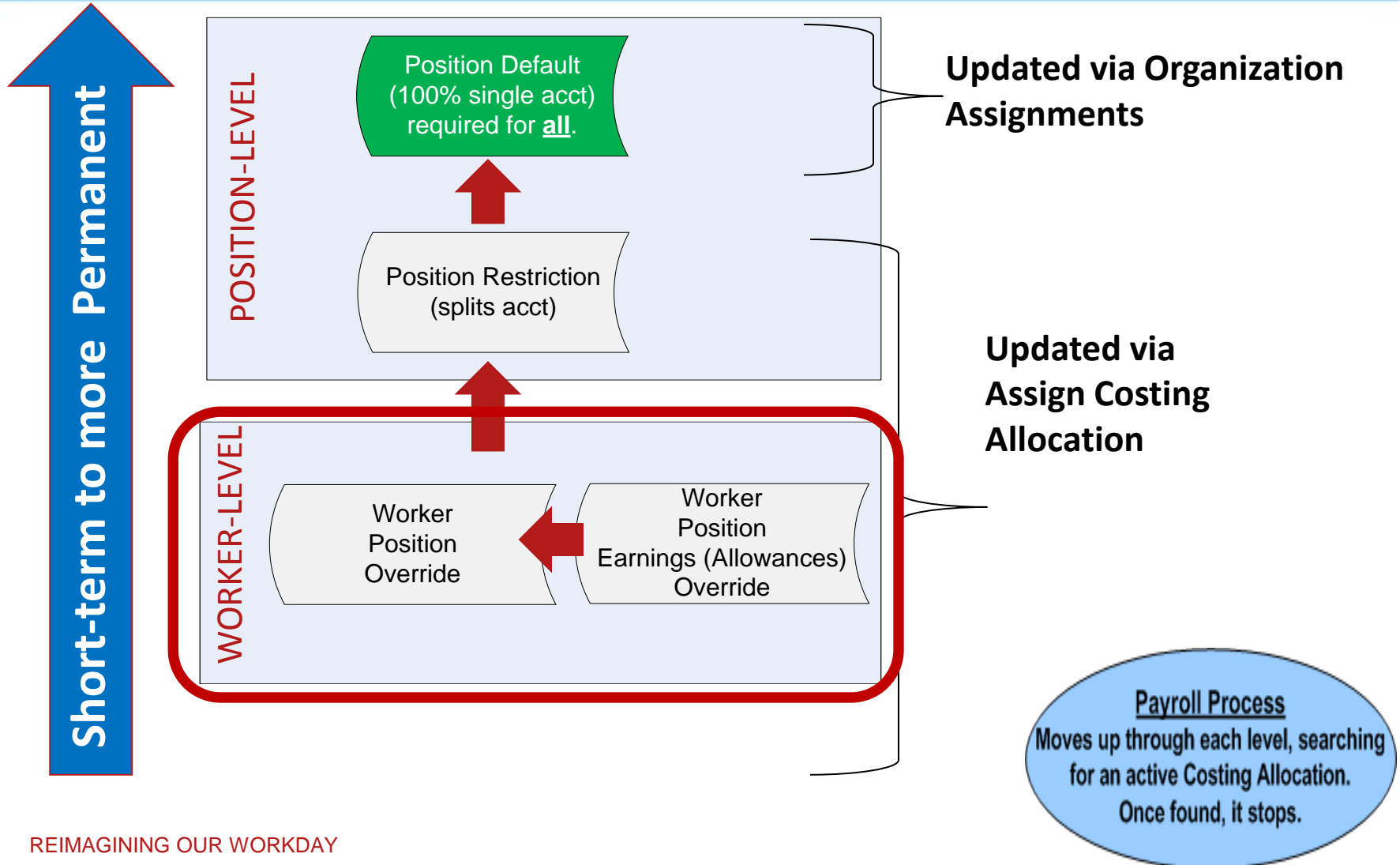Part II: Review of Worker –Level or Position Override Costing

Costing Allocation
Position-Level

Part III: Troubleshooting Costing Allocation

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

Different Levels of Costing

Short-term to more Permanent →

POSITION-LEVEL

Position Default
(100% single acct)
required for **all**.

↑

Position Restriction
(splits acct)

↑

WORKER-LEVEL

Worker
Position
Override

←

Worker
Position
Earnings (Allowances)
Override

Updated via Organization Assignments

Updated via Assign Costing Allocation

Payroll Process
Moves up through each level, searching
for an active Costing Allocation.
Once found, it stops.

Worker/Position Override

Events	Question	Action	
- New Position - Edit Position - Hire - Transfer - Add Job - Compensation *or* - Change in funding	Is the funding, specific to the employee or employment situation?	Yes	Update via Assign Costing
		No ⛔	Use Position-level costing

REIMAGINING OUR WORKDAY

workday.

Adding Worker/Position Overrides

Worker/Position Override: The funds to pay the employee come from one or more accounts, instead of coming from the default account(s) on the position.

Assign Costing Allocation

For detailed instructions, please refer to the Assign Costing Allocation job aid

Worker Costing

Worker *	Lauren Elizabeth Conlon
Effective Date	05/01/2013
Position	✕ 00119791 Applications Sys Analyst II - Lauren Elizabeth Conlon
Earning	enter search text

Other Costing

Effective Date	__/__/____

Position Restrictions

OK   Cancel

Important: You must select the employee AND the position!

workday.

Adding Worker/Position Overrides

Assign Costing Allocation	⟲ Change	✕

Worker   CJ TESTER *i*
Effective Date   09/17/2012
Position   00128445 Administrative Asst IV - CJ TESTER *i*

[Add]

⊗	Start Date * 09/17/2012 ▦	Default Organizational Assignments (As of Start Date)
	End Date __/__/____ ▦	Cost Center: IT.S704700.----- GRADUATE SCHOOL-GENERAL *i*

⊕	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	*Distribution Percent
⊕ ⊗ ▼ ▼		Cost Center: IT.S704700.----- GRADUATE SCHOOL-GENERAL *i*		*enter search text* 🗐	0.00 %

Note:
- A best practice is to use the same effective date as the start date of the first costing block and always the first day of the pay period.
- If you do not indicate an End Date, this allocation will be applied to all future pay periods going forward.
- If you enter an End Date, when reached it will either revert back to the position-level costing or to the next Worker Position block, if designated.

workday.

Worker/Position/Earnings Override

Events	Question	Action	
- Adding an Allowance *or* - Change in funding for an existing allowance	Is there a unique account to fund the employee's allowance or other compensation plans (ex. Summer Salary)?	Yes	Update via Assign Costing – Worker/ Position/ Earning
		No	

Adding Worker/Position Overrides

Worker/Position/Earning Override:
Used for allowances and special situations (ex. Summer Salary). The earnings code must correspond to an allowance payment with same dates

:

Assign Costing Allocation

Worker Costing

Worker	✕ CJ TESTER _i_
Effective Date	10/01/2012
Position	✕ 00128445 Administrative Asst IV - CJ TESTER _i_
Earning	✕ Auto Allowance

Important: You must select the employee, position AND earnings!

Other Costing

Effective Date ___/___/_____

Position Restrictions

OK   Cancel

workday.

Viewing Costing Allocation for a Worker

workday.

1. You must always select an earnings code (ex. Salary) when doing a Worker/Position override.

    True *(False)*

2. When using Worker-level costing, always indicate the position.

    (True) *False*

3. It is best to use an End Date when it is known.

    (True) *False*

4. If you are using a Worker/Position/Earnings override (ex. Job Related Allowance), there <u>must</u> also be a corresponding compensation for the employee (Job Related Allowance).

    (True) *False*

workday.

Congratulations!

You have completed this *Workday training session*