

Cornell University

Making Sense of Costing Allocation
Part I: Position-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**

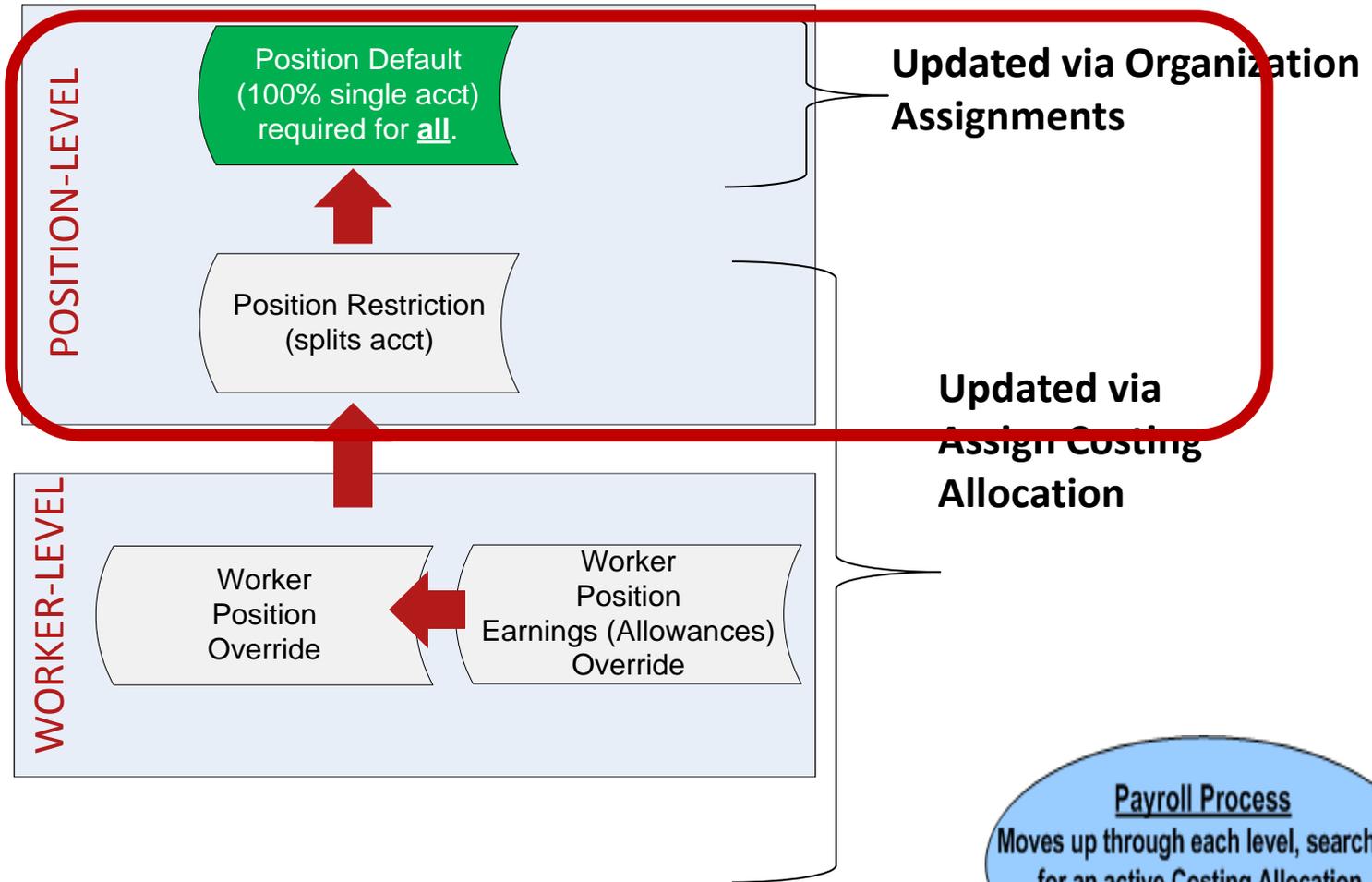
Part III: Troubleshooting
Costing Allocation

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



Different Levels of Costing

Short-term to more Permanent





Position Default (Single Account)

Events	Question		Action	Next
<ul style="list-style-type: none"> - New Position - Edit Position - Hire - Transfer - Add Job - Change Job or - Change Org Assignment 	<p>Is there a single ongoing account to fund the position, regardless of worker?</p>	Yes	<p>Update via Organization Assignments step within the event. (MP or HRP)</p>	<p>Stop</p> 
		No*		<p>Go to the next level of costing</p>

* There must always be a default single account identified as a safety net.



Adding Position Default (Single Account)

View Event:

Create Position: Workday Training Specialist ▾ Actions

For ▾ HRSS - HR Info Systems & Records Adm SUBD (Amy Parmley)
 Overall Process ▾ Create Position: Workday Training Specialist
 Overall Status In Progress
 Due Date 05/15/2013

My Actions

Details

Process

My Actions

Awaiting Me	Due Date	Business Process	Subject
Open	05/10/2013	▾ Assign Organizations: Create Position: Workday Training Specialist	▾ Create Position: Workday Specialist

1

Worker *



Position 00147031 Consultant/Advisor III - ██████████ i

Supervisory Organization HRSS - HR Info Systems & Records Adm SUBD (Amy Parmley) i

Organization Assignments - 14 items

*Organization Type	Proposed Organization
Company	enter search text
	<input checked="" type="checkbox"/> Cornell University
Cost Center	IT.F273704.---- WORKDAY DEPLOYMENT
Region	

2



Adding Position Default (Single Account)

1 ▼ 00119785 Consultant/Advisor Spec

Available Actions

- Benefits
- Business Process
- Compensation
- Job Change
- Organization
- Payroll

2 Change Organization Assignments

View Roles for Worker

Note: Default is for the position, incumbent worker is only displayed for informational purposes.

Change Organization Assignments | [Change](#)

Effective Date 04/26/2013

Worker * *i*

Position 00147031 Consultant/Advisor III - XXXXXXXXXX *i*

Supervisory Organization HRSS - HR Info Systems & Records Adm SUBD (Amy Parmley) *i*

Organization Assignments - 14 items

*Organization Type	Proposed Organization
Company	enter search text
	✕ Cornell University
Cost Center	IT.F273704.----- WORKDAY DEPLOYMENT
Region	



Adding Position Default (Single Account)

1

Staffing

Staffing Model Headcount Management

Available to Fill - 3 items

Headcount Restrictions

temp exempt (25 Headcount Unfilled)

Related Actions

2

Available Actions

- Benefits
- Business Process
- Compensation
- Job Change
- Organization
- Payroll

Worker:

Change Organization Assignments

View Roles for Worker

3

Change Organization Assignments Change

Effective Date 05/08/2013

Position temp hourly (25 Headcount Unfilled)

Supervisory Organization CALS - Laboratory of Ornithology HC ()

Organization Assignments - 14 items

*Organization Type	Proposed Organization
Company	enter search text
	✓ Cornell Univ (NYS Colleges & Exper Sta)
Cost Center	IT.1713300.----- INFO SCIENCE CORE



Adding Position Default (Single Account)

enter search text 

Use the organizer to select one or more:

Organization		
	/ FS.MISCCLR.---- MISCELLANEOUS CLEARING ACCOUNT	
	/ IT.1063601.---- NEWA.Carroll	
	/ IT.1003014.---- INC-UNRESTRICTED GIFTS	
	/ IT.1003015.---- GENEVA EXP STATION ANNUAL FUND	
	/ IT.1003703.---- STAFF BEN-TUITION WAIVERS	
	/ IT.1003706.---- GENERAL INSTIT-DEANS OFFICE	
	/ IT.1003710.03249 MISC ENDOWMENT REVENUE -- Mogil/Hellman Family Deans Discretionary	
	/ IT.1003711.00613 BIOMATERIALS ENGINEERING	
	/ IT.1003711.---- GEN ADMIN-FACULTY RECRUITG/RELOCT	
	/ IT.1003724.00021 PROGRAMS: OAA BANQUET	
	/ IT.1003724.0021 PROGRAMS: OAA BANQUET	



Viewing Position Default (Single Account) Must Have: Default costing for all positions

Job Compensation Benefits **Pay** Time Off Contact Personal

Costing Allocations | Payment Elections | Tax Elections | Reporting Codes

Costing Allocations

▼ **Default Organizational Assignments**

Default Organizational Assignments ▼ Cost Center: IT.F274700.— HUMAN RESOURCE INFO

(A red circle highlights the 'Pay' icon, and a red arrow points from a yellow circle with the number '1' to the 'Cost Center' text.)

and

Job Compensation

Job Details | All Jobs | Job His

Job Details

Job Details

Employee ID 1862263
 Organization ▼ Cornell University (David Skorton) >> HRSS - HR Info Sys & Records Adm (Lyman Flahive)
 Position ▼ **00119785 Consultant/Advisor Spec**

Position:
00119785 Consultant/Advisor Spec - Amy Parmley Actions

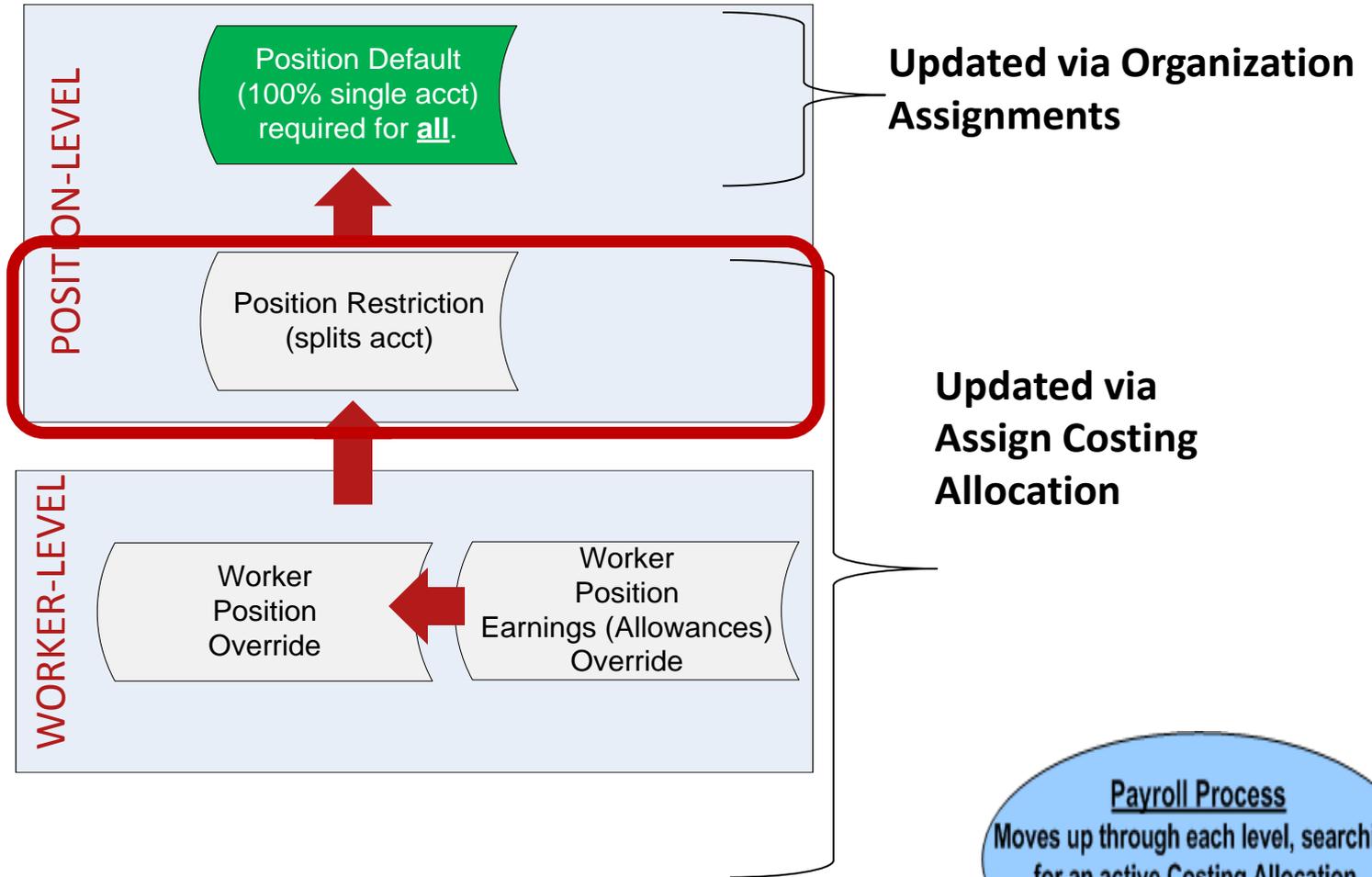
Supervisory Organization ▼ HRSS - HR Info Systems & Records Adm (Lyman Flahive)
 Position Restrictions ▼ 00119785 Consultant/Advisor Spec - Amy Parmley
 Organization Assignments ▼ Budgeted Position: Budgeted
 ▼ Company: Cornell University
 ▼ **Cost Center: IT.F274700.— HUMAN RESOURCE INFO**
 ▼ KFS Organization: 5200-5214 HRIS/Records Administration
 ▼ Not Students/Grads: Non Students

(A red circle highlights the 'Job' icon, and a red arrow points from a yellow circle with the number '2' to the 'Position' field. Another red arrow points from the callout box to the 'Cost Center' field in the screenshot above.)



Different Levels of Costing

Short-term to more Permanent



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



Position Restriction (Split Accounts)

Events	Question		Action	Next
<ul style="list-style-type: none"> - New Position - Edit Position - Hire - Transfer - Add Job - Change Job or - Change Org Assignment 	<p>Are there multiple accounts to fund the position, regardless of worker?</p>	Yes	Update via Assign Costing	<p>STOP</p> 
		No*	No Costing Allocation is needed at the Position Restriction Level	



Adding Position Restriction (Split Accounts)

Assign Costing Allocation

Worker Costing

Worker

Effective Date

Position

Earning



Position-Level (Splits Accounts):
You can add additional accounts at the position-level via Position Restrictions.

Other Costing

Effective Date * 09/17/2012

Position Restrictions * 00128445 Administrative Asst IV - CJ TESTER

OK Cancel



Designating Costing

enter search text

Use the organizer to select one or more:

- Cost Center
- F2-Sub Object
 - F2-Sub Object: IT.1203100.5000.6WK
 - F2-Sub Object: IT.1203100.5010.6WK
 - F2-Sub Object: IT.1203100.5030.6WK
 - F2-Sub Object: IT.1203100.5120.6WK
 - F2-Sub Object: IT.1203100.5150.8WK
 - F2-Sub Object: IT.1203100.5510.6WK
 - F2-Sub Object: IT.1203106.5510.DLS
- F3-Org Ref ID

Costing Override

enter search text

- Cost Center: IT.10008
- Cost Center: IT.1000814

Important Note: To see more detailed account numbers, click on the **F2- Sub Object** or the **F3-Org Ref ID** result list categories, both of which will show more pieces of the account number.



Viewing Position Restrictions (Split Accounts)

**Position Default
(Single Account)**

**Position Restrictions
(Split Accounts)**



Costing Allocations

Default Organizational Assignments

Default Organizational Assignments Cost Center: IT.1493312.— CALS RESEARCH SALARIES

Costing Allocations - 2 items

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing	Distribution Percent
enter filte...	enter fil...	Position Restri... x	enter filter value		
04/01/2013	12/31/2017	Position Restrictions	00148943 Prof Assoc -	Cost Center: IT.1493312.— CALS RESEARCH SALARIES	60.00%
				Cost Center: IT.1493106.— CALS INSTRUCTION SALARIES	40.00%



Reporting: Viewing Position-Level Costing

Example 1: Position Default (single account) Only

Costing Default and Overrides ▼ Actions

Effective Date: 05/07/2013 Organizations: ▼ HRSS - HR Info Systems & Records Adm SUBD (Amy Parmley) Include Subordinate Organizations: Yes ↻ Change

2 items

Position ID	Staffing Status	Employee ID	Legal Name - Last Name	Legal Name - Middle Name	Legal Name - First Name	Cost Center Position Default	Costing Allocation Level	Cost Center	Distribution Percent	Last Updated
00119791	▼ Filled	1005587	Conlon	Elizabeth	Lauren	▼ IT.F274700.— HUMAN RESOURCE INFO				
00147031	▼ Filled	3137389	Milne	J.	Lance	▼ IT.F273704.— WORKDAY DEPLOYMENT				

Example 2: Position Restrictions (split accounts)

Costing Default and Overrides ▼ Actions

Effective Date: 05/01/2013 Organizations: ▼ PRSDR - President's Office (David J. Skorton) Include Subordinate Organizations: Yes ↻ Change

Legal Name - Middle	Legal Name - First Name	Cost Center Position Default	Costing Allocation Level	Cost Center Override	Distribution Percent	Last Updated	Job Profile
value	Nadia ×	enter filter value					enter filter value
	Nadia	▼ IT.S734700.— CAREER CENTER-GENERAL	Position Restrictions	▼ Cost Center: IT.S734700.— CAREER CENTER-GENERAL	70.30%	05/06/2013 10:29:49.479 AM	▼ 10913 - Student Svc Assoc II
			Position Restrictions	▼ Cost Center: IT.E914121.— OPERATING SALARIES	29.70%	05/06/2013 10:29:49.479 AM	
			Worker	▼ Cost Center: IT.S734700.— CAREER	100.00%	05/06/2013	



Knowledge Check

1. A default costing value (single account) is needed for all positions, including headcount positions. *True* *False*
2. A position restrictions (split accounts) is needed for all positions, including headcount positions. *True* *False*
3. It is necessary to have costing allocation at all levels, including position-level and worker-level, for all employees. *True* *False*
4. Position-level costing allocations remain as workers move in and out of the position. *True* *False*

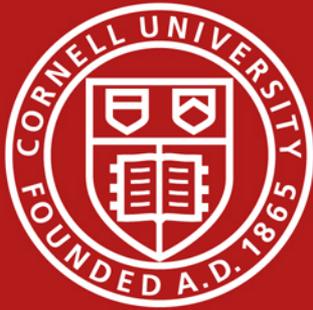


Summary

Congratulations!

You have completed this *Workday training session*





Cornell University