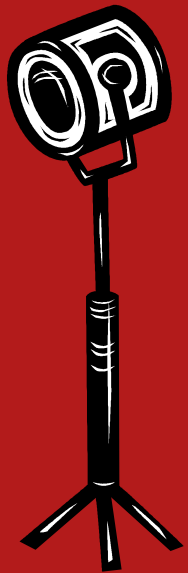




Cornell University

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

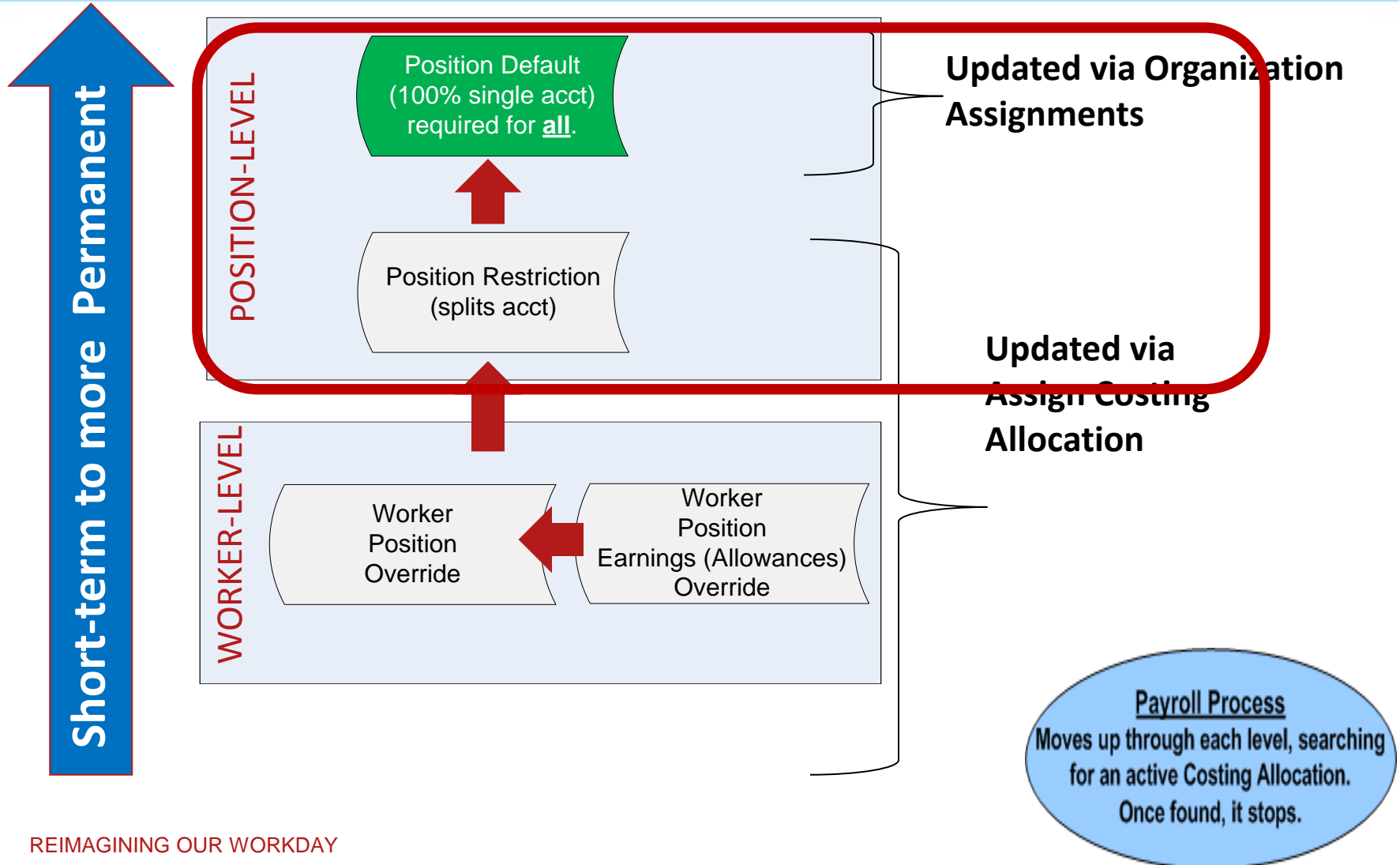
**Costing Allocation
Position-Level**

Part III: Troubleshooting
Costing Allocation

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




Different Levels of Costing





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	Is there a single ongoing account to fund the position, regardless of worker?	Yes	Update via Organization Assignments step within the event. (MP or HRP)	Stop 
		No*		Go to the next level of costing

* 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

Worker *

Position 00147031 Consultant/Advisor III - [REDACTED]

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

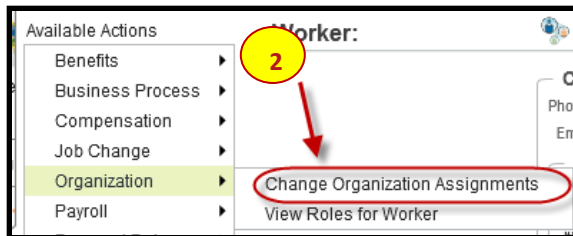
Organization Assignments - 14 items

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



Adding Position Default (Single Account)

1 Position 00119785 Consultant/Advisor Spec



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

Change Organization Assignments | [Change](#)

Effective Date 04/26/2013

Worker *

Position 00147031 Consultant/Advisor III - [REDACTED]

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

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

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

Company

Proposed Organization

enter search text

Cornell Univ (NYS Colleges & Exper Sta)

Cost Center

IT.1713300.----- INFO SCIENCE CORE

3



Adding Position Default (Single Account)

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**

and

Job **Compensation**

Job Details | All Jobs | Job History

Job Details

Job Details

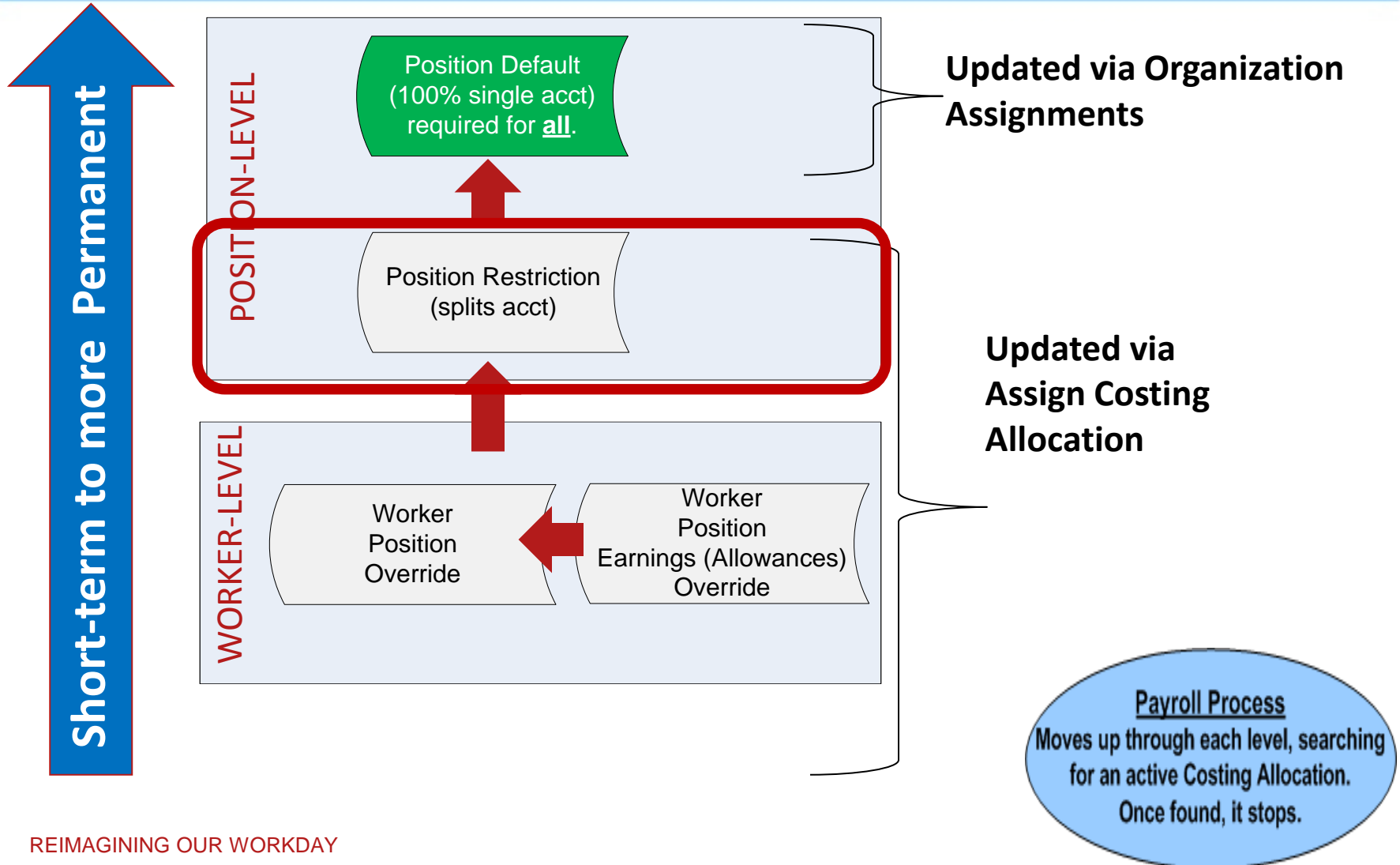
Employee ID 1862263
Organization ▼ **Cornell University (David Skorton) >> HRSS - HR Info Systems & Records Adm (Lyman Flahive)**
Position ▼ **00119785 Consultant/Advisor Spec**

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




Different Levels of Costing





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	Are there multiple accounts to fund the position, regardless of worker?	Yes	Update via Assign Costing	STOP 
		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

▶

Use the organizer to select one or more:

Cost Center	F2-Sub Object: IT.1203100.5000.6WK	
F2-Sub Object	F2-Sub Object: IT.1203100.5010.6WK	
F3-Org Ref ID	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	

Costing Override

- ☒ 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 filter...	enter filter...	Position Restr... 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%



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*

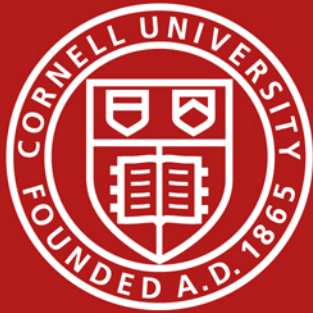


Summary

Congratulations!

You have completed this **Workday** training session





Cornell University