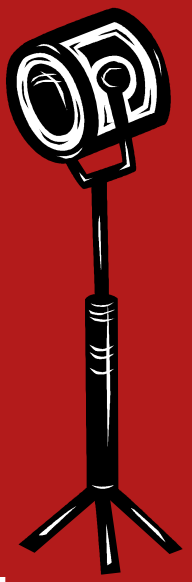
Cornell University

# 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**

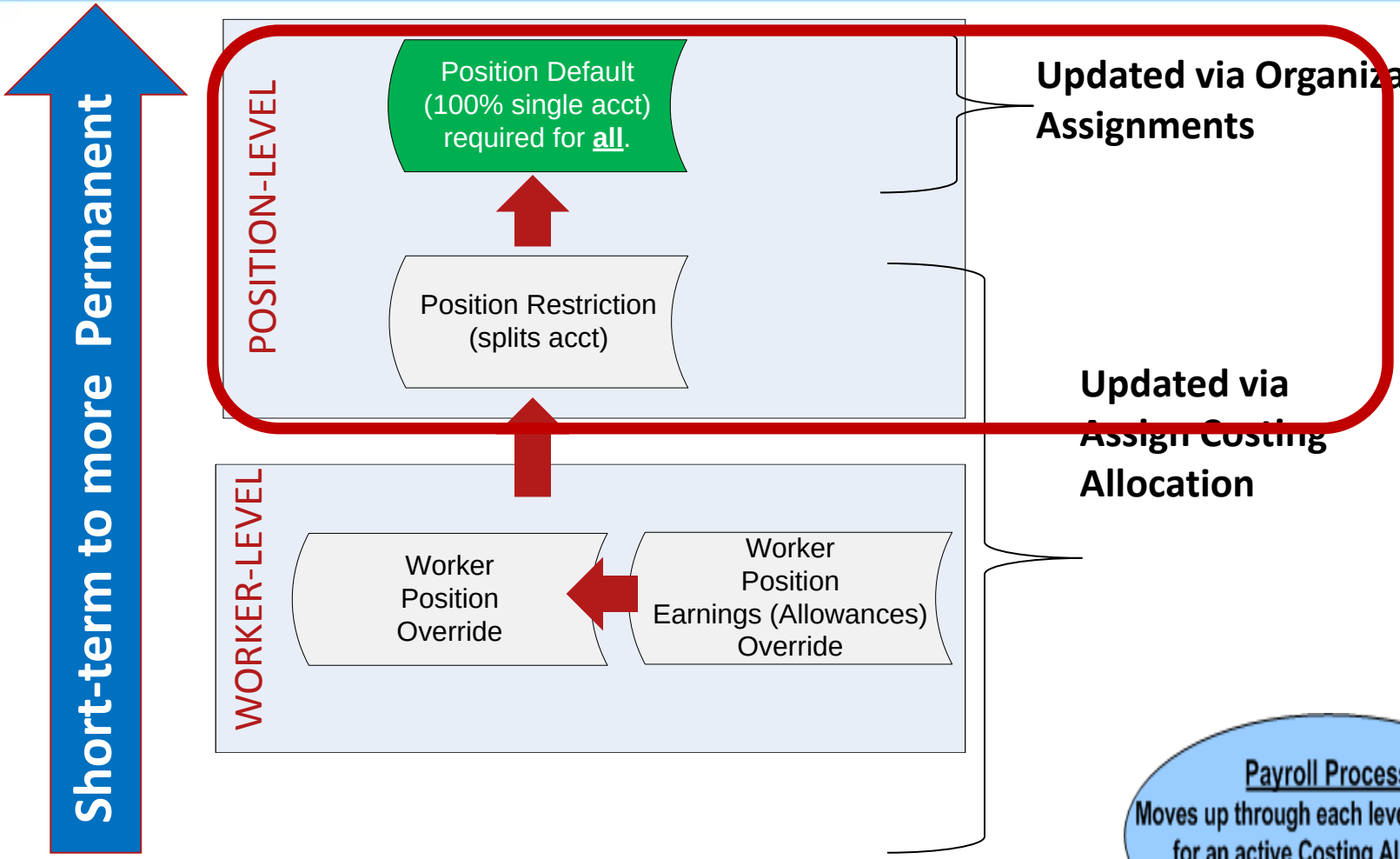
Part II: Review of Worker –Level or Position Override Costing

**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



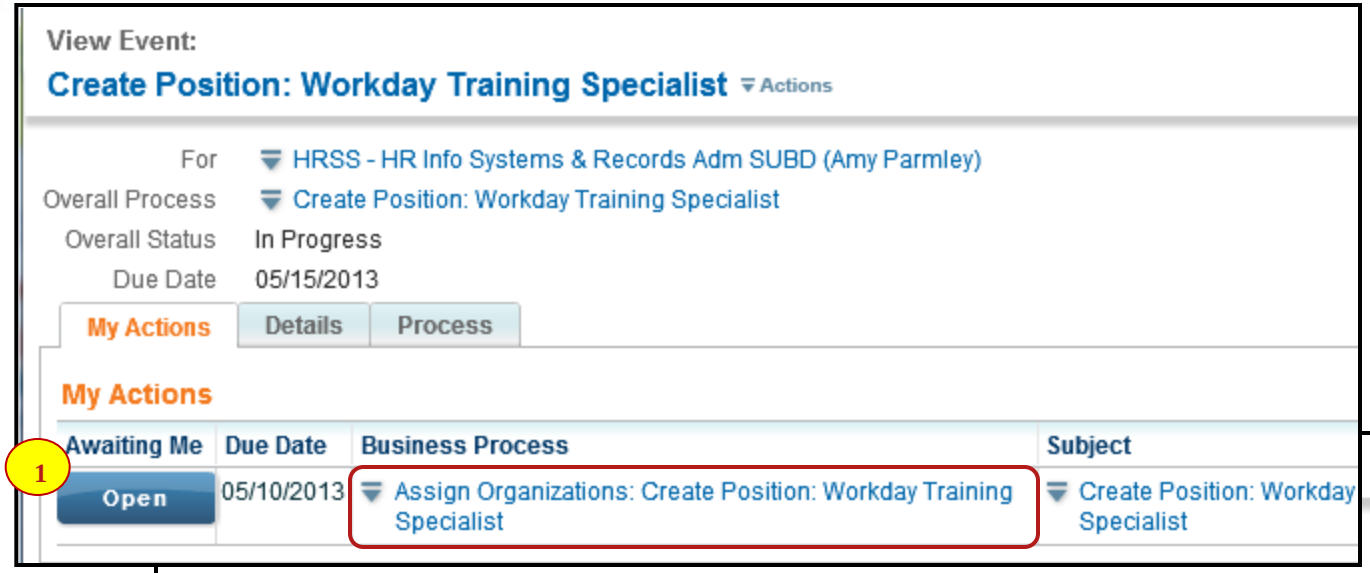

**Payroll Process**
Moves up through each level, searching for an active Costing Allocation. Once found, it stops.

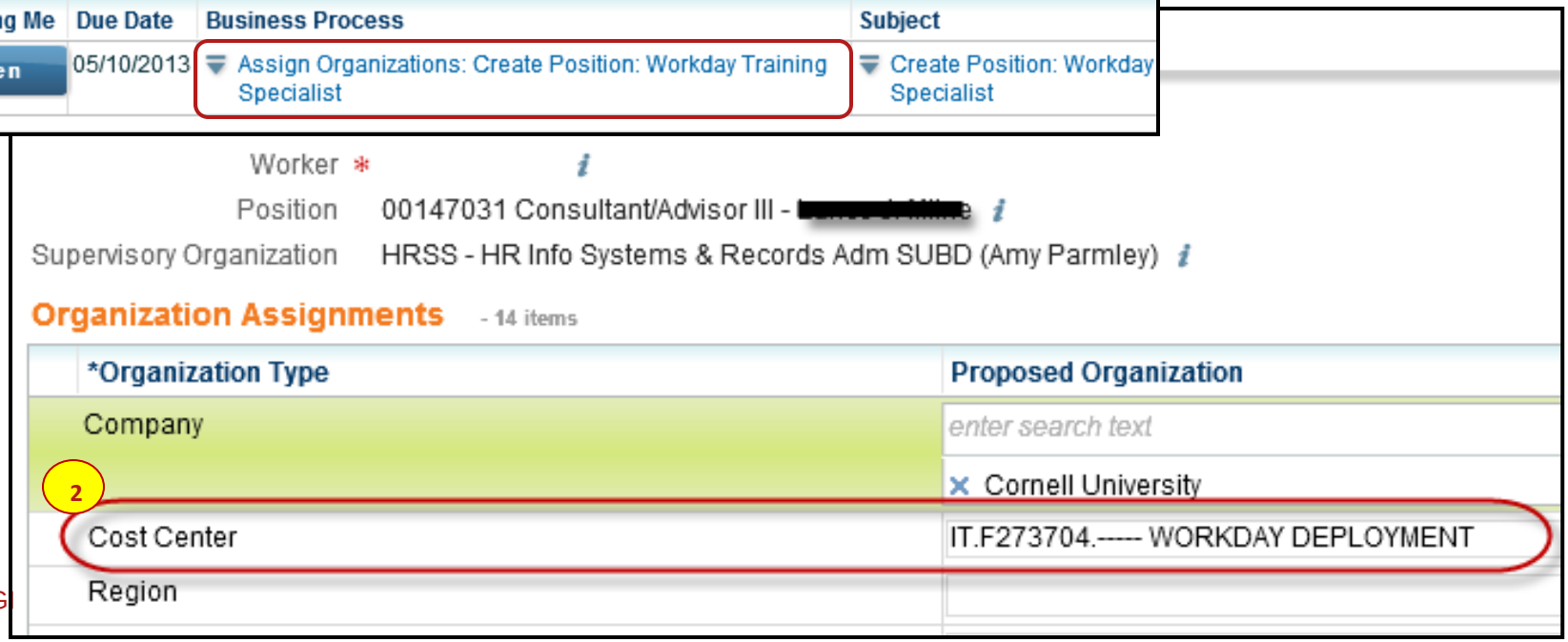
# Position Default (Single Account)

| Events | Question | | Action | Next |
|---|---|---|---|---|
| - New Position<br>- Edit Position<br>- Hire<br>- Transfer<br>- Add Job<br>- Change Job<br>or<br>- 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.

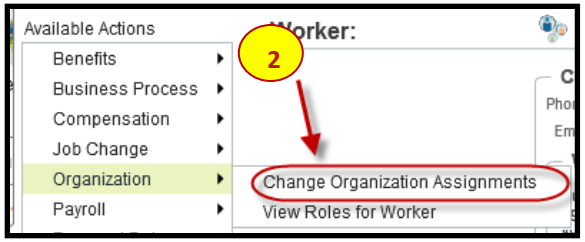
# Adding Position Default (Single Account)



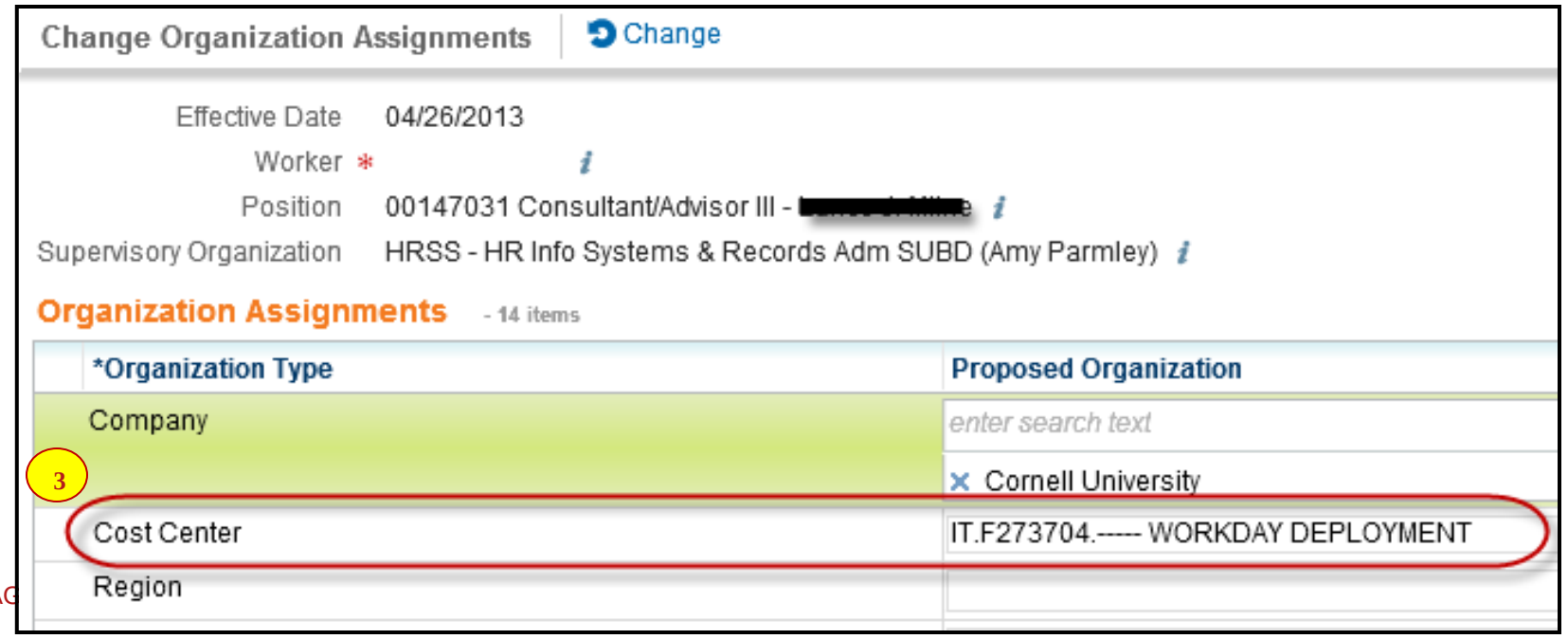



# Adding Position Default (Single Account)

1

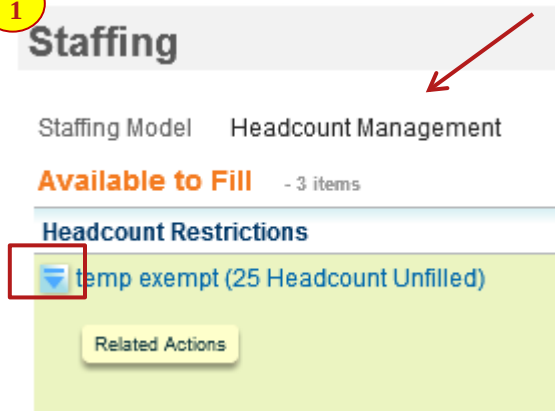



Note: Default is for the position, incumbent worker is only displayed for informational purposes.

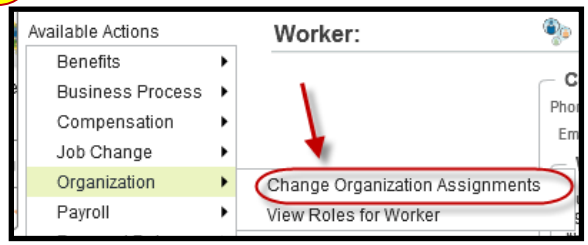


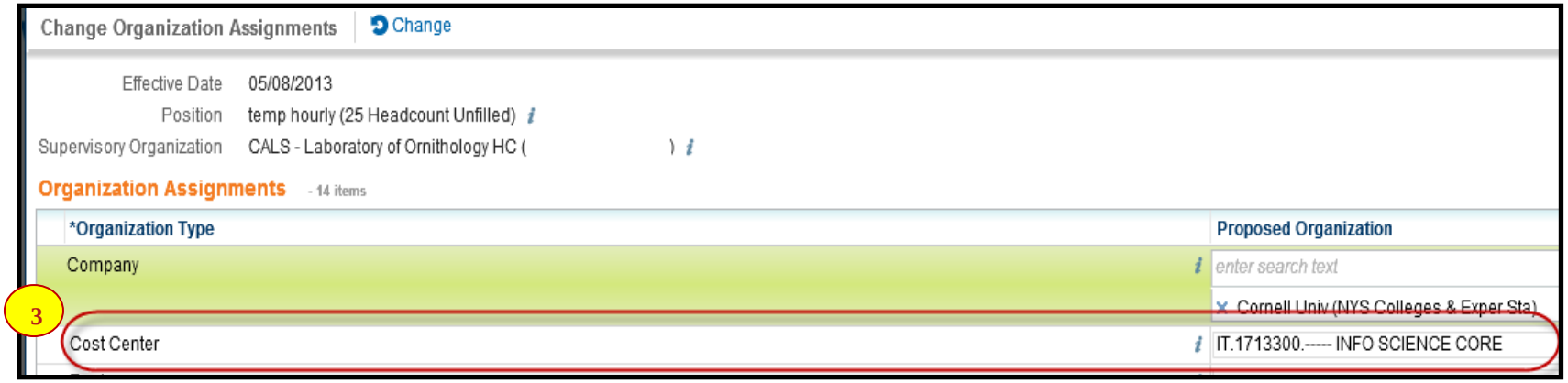
# Adding Position Default (Single Account)

1




2

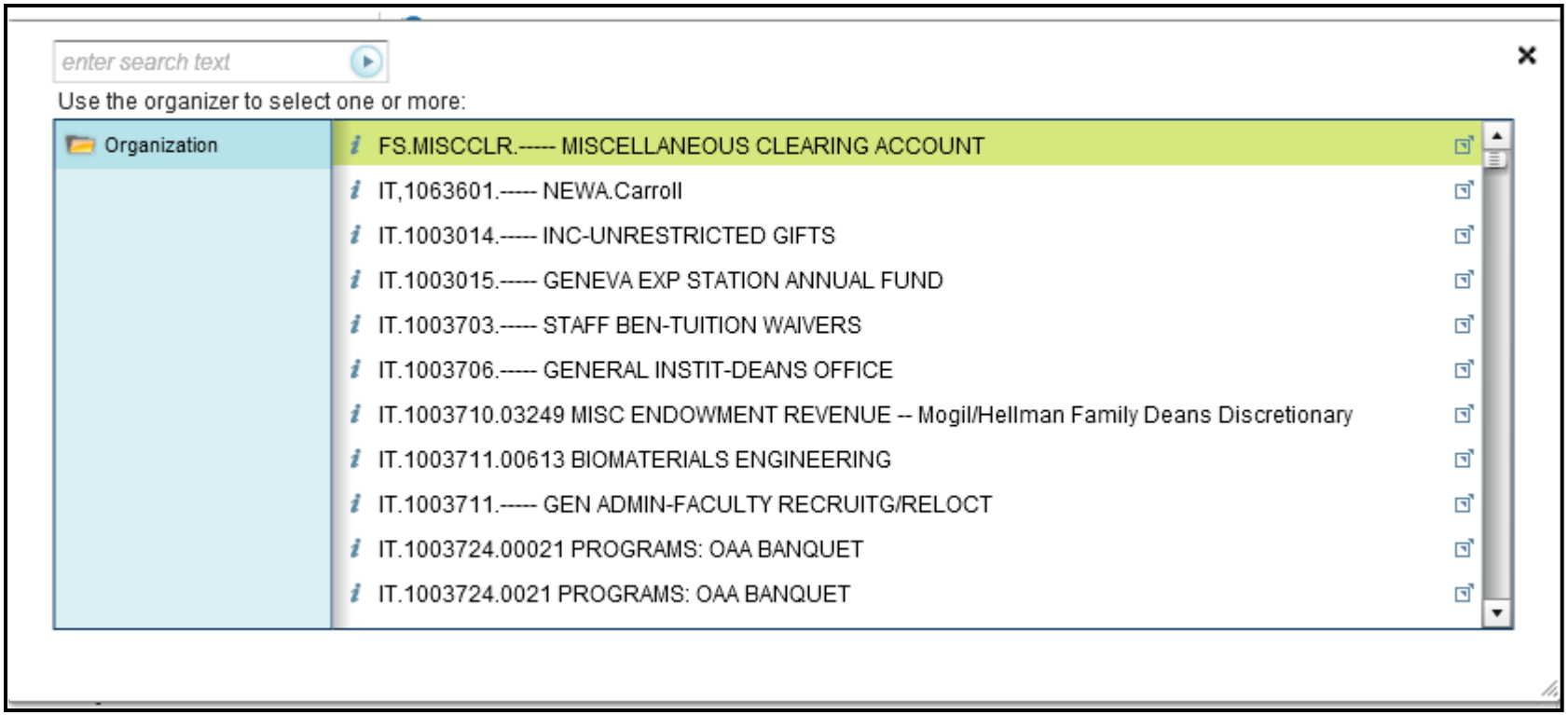




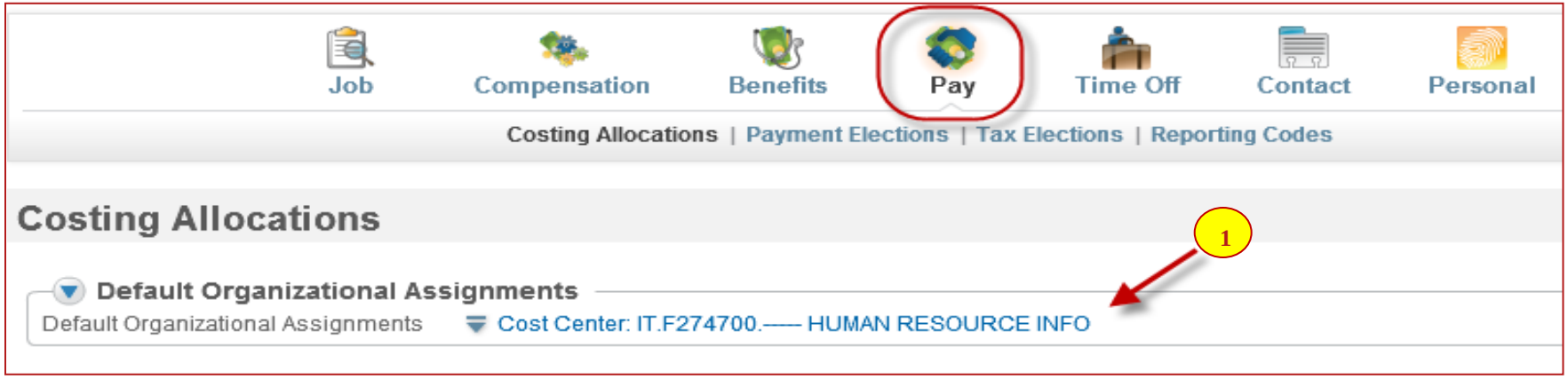

workday.

# Adding Position Default (Single Account)

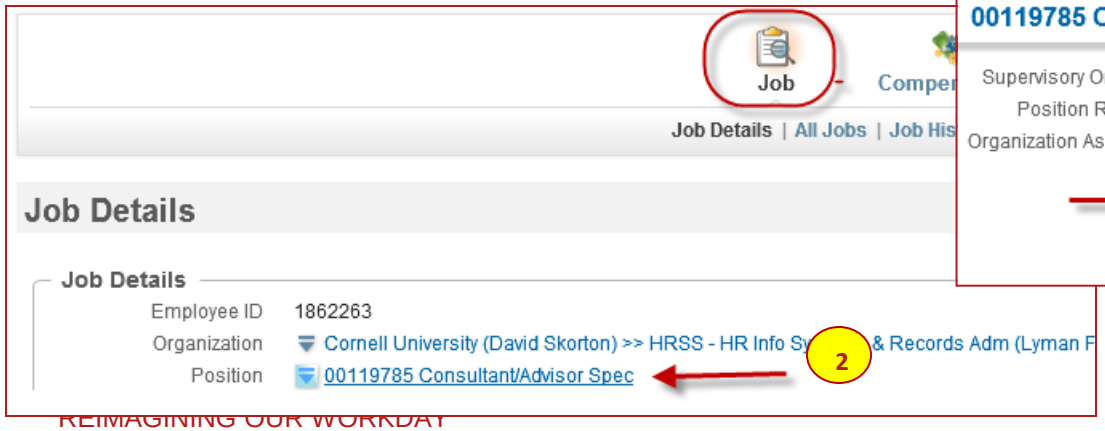


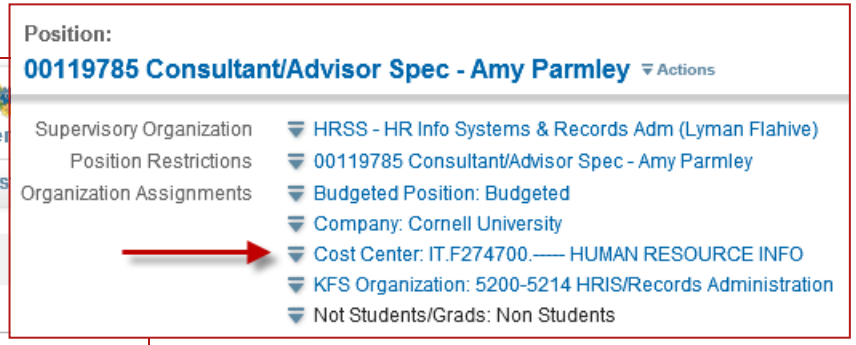
# Viewing Position Default (Single Account)

## Must Have: Default costing for all positions




*and*

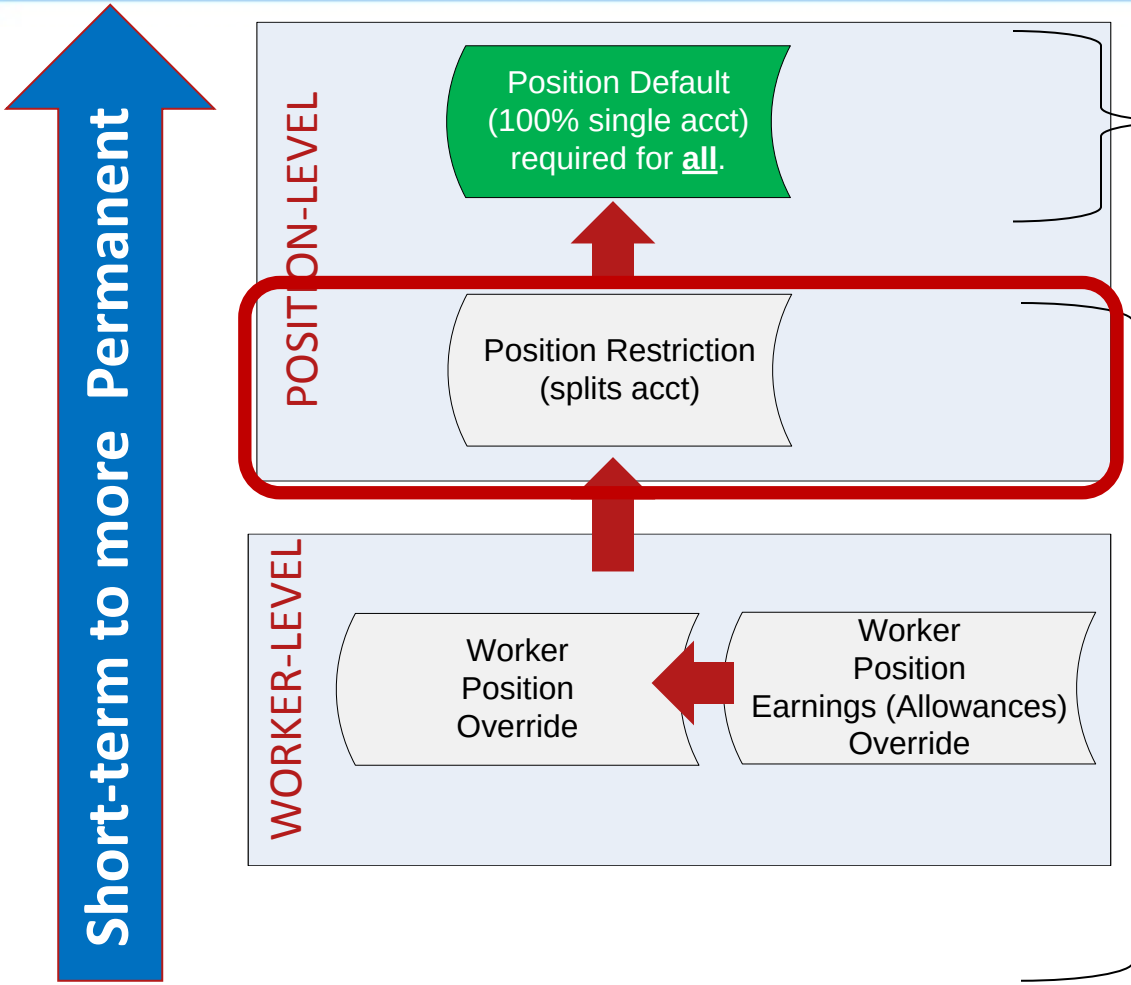





workday.

# Different Levels of Costing




**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.

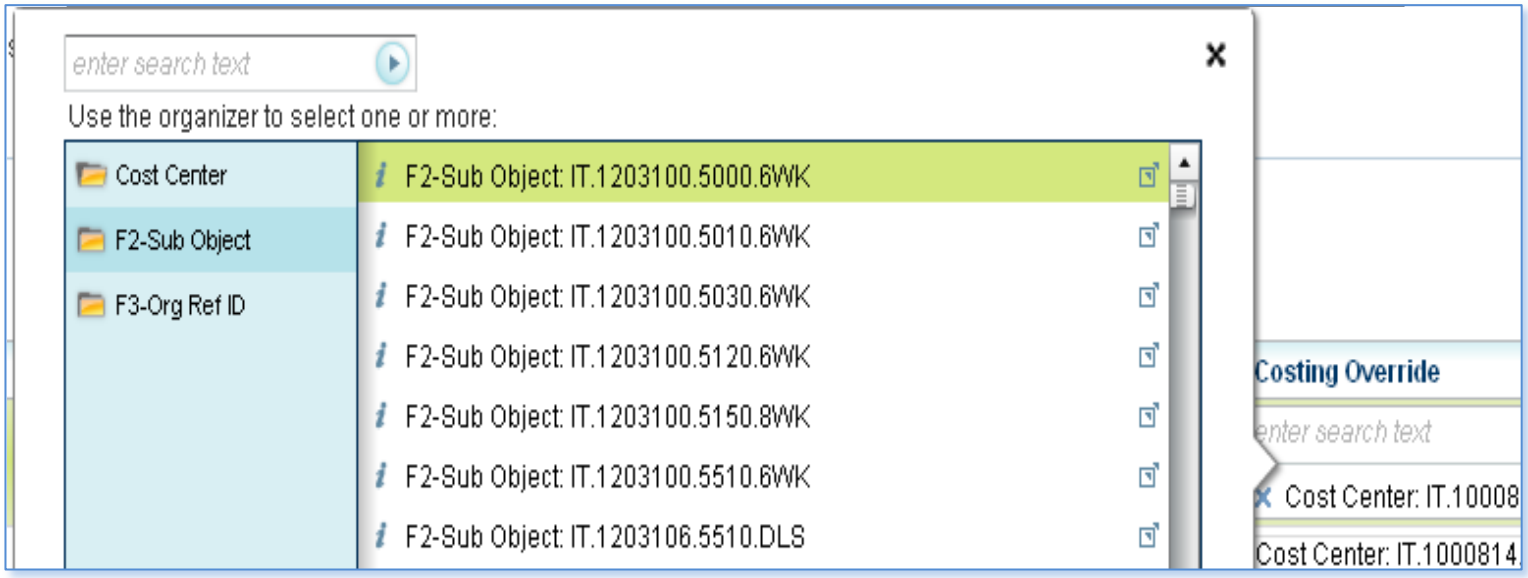
# Position Restriction (Split Accounts)

| Events | Question | | Action | Next |
|---|---|---|---|---|
| - New Position<br>- Edit Position<br>- Hire<br>- Transfer<br>- Add Job<br>- Change Job<br>or<br>- 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)

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

# Designating Costing

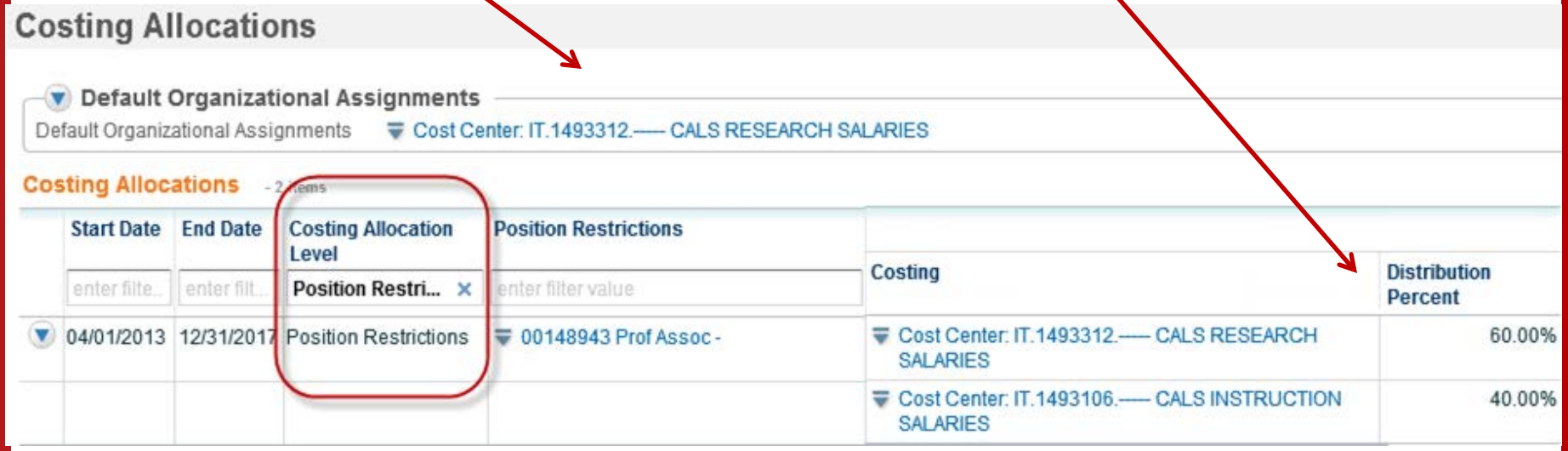



**Important Note:** To see more detailed account numbers, click on the **F2- Sub Object** or the **F3-Org Ref ID** result list categories, both of which will show more pieces of the account number.

# Viewing Position Restrictions (Split Accounts)

**Position Default (Single Account)**

**Position Retrictions (Split Accounts)**






workday.

# 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 | Cost Center Override | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | 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)

**fault and Overrides** Actions

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

| e - Middle | Legal Name - First Name | Cost Center Position Default | Cost Center Override | | | | Job Profile |
|---|---|---|---|---|---|---|---|
| | | | Costing Allocation Level | Cost Center Override | Distribution Percent | Last Updated | |
| 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 | |

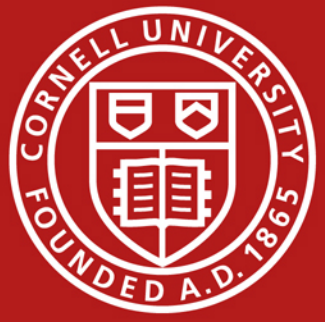
# Knowledge Check

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