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Payroll Accounting – HCM Subtasks

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Introduction | Course Objectives

After completing this course, you will **understand the following**:

- Which business processes use costing allocation and costing override as a subtask

- How to process Inbox Tasks that are routed to you as part of the following Human Capital Management (HCM) Tasks:

    – Hire, Add Job, Change Job

    – Period Activity Pay

    – One-Time Payment

HCM Subtasks

HCM Subtasks | Key Terminology

Workday Term	Definition	Legacy Term
Business Process Subtask	A task that can be embedded as an additional step within an overall Business Process (BP). Assigning a Costing Allocation will be a subtask for the Payroll Costing Manager as part of the Hire, Change Job, and Add Job BPs.	N/A
Period Activity Pay	A type of compensation that can be set up to pay employees for activities they perform during a fixed period. Costing allocations for this type of pay are managed through **Costing Overrides** on the various Period Activity Pay assignments an individual may have. These are set up at the time of entry (Inbox task) and do not require setup of a separate Costing Allocation. These assignments are all managed under a single Position ID.	Goal Payments
One-Time Payment	A type of compensation that can be set up to pay employees for a single payment, such as a bonus. Costing Overrides can be entered at the time of entry (Inbox task) and do not require setup of a separate Costing Allocation at the pay component level (Worker-Position-Earning).	One-Time Payments

HCM Subtasks | Costing Allocation Terminology

Workday Term	Definition	Legacy Term
Position ID	The ID given in Workday for an employee's Position which begins with the letter P followed by 6 digits (ex. P123456). The Position contains pertinent job information such as Employee Type, Job Title, Time Type, Pay Rate Type, Default Weekly Hours, FTE, and Organization Assignments.	Assignment
Position Restriction Costing Allocation	In the case where no costing allocation is set up during an HCM business process like the Hire BP, costing defaults based on the worker's position restriction costing allocation.	Suspense
Worker Position Costing Allocation	Worker Position Costing Allocation is the type of costing allocation that distributes all earnings for a worker's position by a percentage based on the FDM values and worktags specified.	Assignment Level Schedule
Worker Position Earning Costing Allocation	Type of Costing Allocation for a specific worker based on a given Pay Component (e.g., salary pay, hourly wages, allowances, period activity pays, etc.) that can determine percentage-based costing across a set of FDM values and worktags.	Element Level Schedule

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HCM Subtasks | Overview

Hierarchy – Employee earnings follow a preferential hierarchy of costing allocations, in the following order.

Level 1: Payroll Input (worktag overrides entered through payroll input, on-demand payments or manual payments)

Level 2: Worktag Values entered through Compensation (aka **HCM Subtasks** - One-Time Payments, Period Activity Payments)

Level 3: Worker Position Earning

Level 4: Earning (Earning for all workers)

Level 5: Worker Position

Level 6: Position Restriction

Level 7: Supervisory Org (supervisory org of a worker's position)

Level 8: Default Orgs (HCM Org Assignments)

HCM Subtasks | Initiation of HCM Business Processes

Hire & Add Job –

- Initiation will not change.
- HR is only given a "basic" default set of worktags to use when setting up initial hires/positions.

Change Job –

- Initiation will not change.
- Not all will come to you. This will depend on the details of the change.
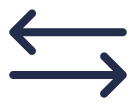
Period Activity Pay/One-Time Payments –

- Initiation will not change.
- Costing allocation, however, may be accomplished at the time of initiation, depending on who is initiating.

HCM Subtasks | Hire/Add/Change Job - Key Considerations

Hire or Add Job – You will be creating the Costing Allocation from "scratch," except for default values.

Change Job – Examples: promotion or demotion. May have previous Costing Allocation in place that can be brought over and edited.

Include Existing Allocations

From 01/17/2022   To   MM/DD/YYYY   Refresh Costing Allocation Data

Start Dates –
Will default based on the Effective Date.

Completing Costing –
Follows the same validation rules and routing as a regular costing allocation.

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HCM Subtasks | Period Activity Pay – Key Considerations

Position –
Part of your review of Period Activity Pay (PAP) should be to ensure that it was entered for the correct Position.

Key Dates –
Academic Period is selected by the initiator of the PAP and the **Activity Dates** must fall within this period.
Activity Dates must also fall within the Grant **Period of Performance** when using a Grant worktag.

Comments
If modifying details of the Period Activity Pay, enter comments for audit trail purposes.

Completing Costing –
Follows the same validation rules and routing as a regular costing allocation, except that certain **Activity Types** are not allowable on grants. If a grant worktag is selected for one of these types, you will get a validation error.

HCM Subtasks | One-Time Payment – Key Considerations

Position –
Part of your review of One-Time Payments should be to ensure it was entered for the correct Position.

Routing –
If the costing information is keyed by the initiator of the One-Time Payment <u>and</u> the costing is split between more than one Cost Center, it will route to each Cost Center's Payroll Costing Manager. Only one needs to review.

All One-Time Payments will still route to Finance Approvers.

Attachments –
The attachments area can be very valuable if the initiator includes an attachment that states the **One-Time Payment Plan, Effective Date,** and **Total Requested Amount**. This document can then be used to verify that nothing was inadvertently changed.

Completing Costing –
Follows the same validation rules and routing as a regular costing allocation, except that certain **Payment Plans** are not allowable on grants. If a grant worktag is selected for one of these plans, you will get a validation error.

Course Wrap-Up | Course Summary

Now that you have completed this course you should **understand the following**:

- Which business processes use costing allocation and costing override as a subtask

- How to process Inbox Tasks that are routed to you as part of the following Human Capital Management (HCM) Tasks:

    – Hire, Add Job, Change Job

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Thank you!