



Payroll Accounting - Costing Allocation

Last Updated 4/23



Introduction | Course Objectives

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

- The purpose of costing allocations and the high-level business process
- When and how to assign various types of costing allocation:
 - Worker Position
 - Worker Position Earning
- The various requirements when allocating costs to grants: Salary over the Cap (SOC), cost share, temp workers, approval routing, and Federal Work Study
- How to maintain existing costing allocations
- How to request a costing allocation for oneself
- How to run reports related to Payroll Costing



Introduction | Key Changes - 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 Number
Payroll Obligation/ Adjustments	Journals created at the beginning of the fiscal year to earmark funds for salary expenses in future fiscal periods. Obligations are adjusted when a costing allocation change is made or a modification to a worker record in HCM if completed.	Payroll Commitment
Spend Category	This will NOT need to be entered for a Costing Allocation or Payroll Accounting Adjustment because it is derived in Workday based on the Worker's HCM details and type of pay they receive as defined in the Account Posting Rules.	Expenditure Type
Fringe Basis	A Worktag that identifies the earning pay component that relates to the fringe assessment.	N/A
Fringe Benefit Commitment Rule	Report field that provides the fringe benefit commitment rule used to determine the fringe benefit assessment.	Expenditure Type Fringe Flag

Introduction | Key Changes

Schedule Lines

Employee

Full Name []
Employee No. []

Assignment

Assignment [] FTE []
Org. 40775 MD-INMD Infect Payrol Calendar Month
Begin 01-JUL-2012 End []
Status Active Assignment

Schedule Hierarchy

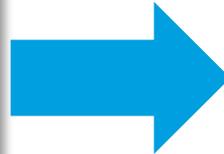
Assignment [] Copy To
Element Group []
Element Type []

GL Account	Project	Start Date	End Date	%
[]	165205	25-SEP-2021	31-AUG-2023	21
[]	169686	01-APR-2022	31-MAR-2023	2.05
[]	161104	25-JUL-2019	31-MAR-2023	2
[]	169385	25-JAN-2022	31-DEC-2022	14

Default Account []

Totals []

Refresh Display Schedule Summary Monthly Summary Payroll Period



3 items

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift	Designated	Proj	
(+)	(-)	▼	Location: MEDICAL SCHOOL BLDG	×	The Rector & Visitors of the University of Virginia	[]	[]	×	DN000321 MD-Education and General
(+)	(-)	▲	Location: MEDICAL SCHOOL BLDG	×	The Rector & Visitors of the University of Virginia	×	GR129074 GB10876-165331-101-Nlrp3 inflammasome activation in early diabetic retinopathy	[]	[]
(+)	(-)	▲	Location: MEDICAL SCHOOL BLDG	×	The Rector & Visitors of the University of Virginia	×	GR128662	[]	[]

Introduction | Key Changes - Improvements

Two HUGE improvements:

FWS Costing Allocation:

- 1) Set up a Worker Position costing allocation
- 2) Get To-Do step in your inbox, to set up allocation for FWS Overage
- 3) Set up Worker Position Earning costing allocation

HCM Business Processes: For Payroll Costing Managers, Inbox Tasks will come to them letting them know to assign or review costing allocations for the following BPs:

- Hire/Add Job/Change Job
- One Time Payment
- Period Activity Pay

Introduction | Frequently Asked Questions

Is there a
Suspense
Account?

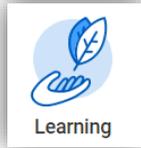
Can columns be
hidden or
collapsed?

Can we allocate
by dollar amounts
instead of
percentages?

Introduction | Ongoing Support and Resources

Self-paced training:

Available in Workday Learning. Search for the course you would like in WD Learning:



Office Hours:

An opportunity for you to come ask your questions and/or get assistance accomplishing a work task. Stay tuned as these will be announced.

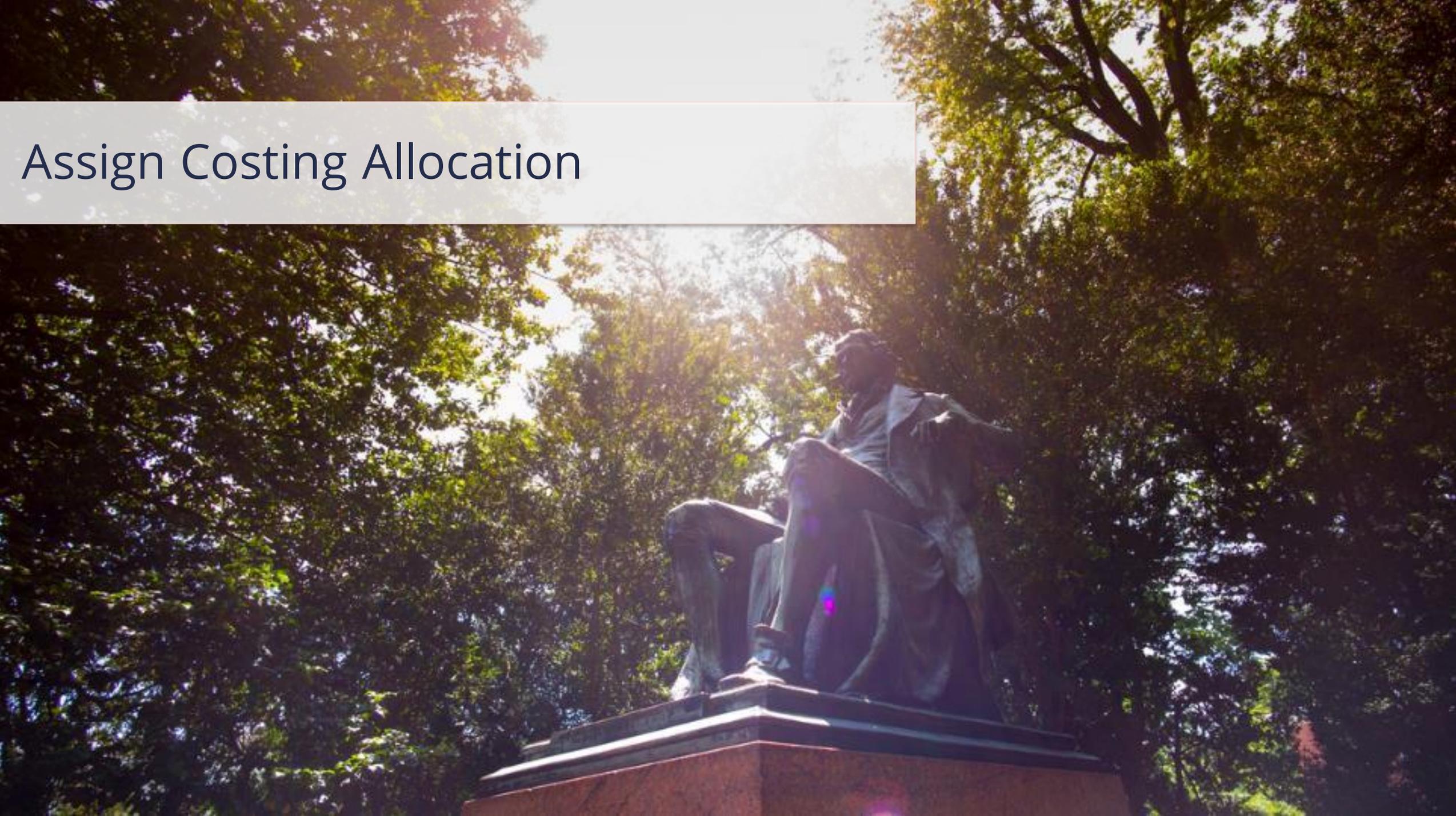
Web Resources:

Business Terms: <https://terms.uvafinance.virginia.edu/>

FDM Resources Page: <https://communityhub.virginia.edu/docs/DOC-2982>

[Quick Reference Guides](#)

Assign Costing Allocation



Assign Costing Allocation | Basics

Workday Term	Definition	Legacy Term
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 LD 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 LD Schedule
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 Account
Costing Override	Term used for the costing set up on a Period Activity Pay. Payroll Costing managers will have the ability to enter this information as a sub-process to the overall PAP process.	Costing Override
Costing Company	The ability to charge expenses that originate in one company to another company, also known as Intercompany Accounting.	N/A

Assign Costing Allocation | Basics

Assign Costing Allocation is a task used to **accurately distribute earnings** to specific FDM values and worktags. This process does not determine whether or how much an employee will be paid but ensures that the **workers/positions/earnings** are funded correctly.

 **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)

Assign Costing Allocation | Key Roles

The following Workday roles can assign a costing allocation:

Payroll Costing Managers

Payroll Costing Specialists

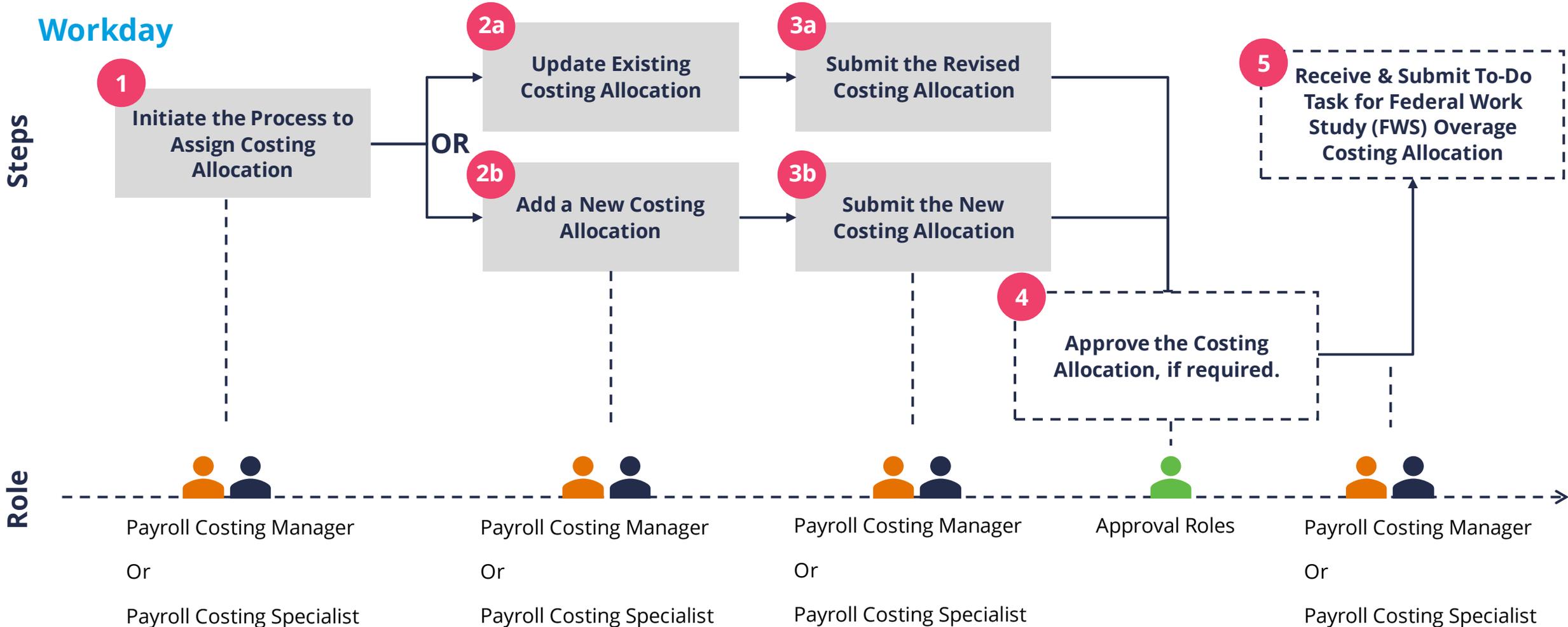
The key differences between Payroll Costing Managers and Specialists are:

- **Payroll Costing Manager** → assign for **all employees** regardless of their company; receive Inbox tasks (for their Cost Center/Cost Center Hierarchy) as part of certain HCM business processes.
- **Payroll Costing Specialist** → assign only for **employees in the company or cost center** that have been assigned to them.

Assign Costing Allocation | Process Overview

Below is the high-level process flow to assign a costing allocation in Workday:

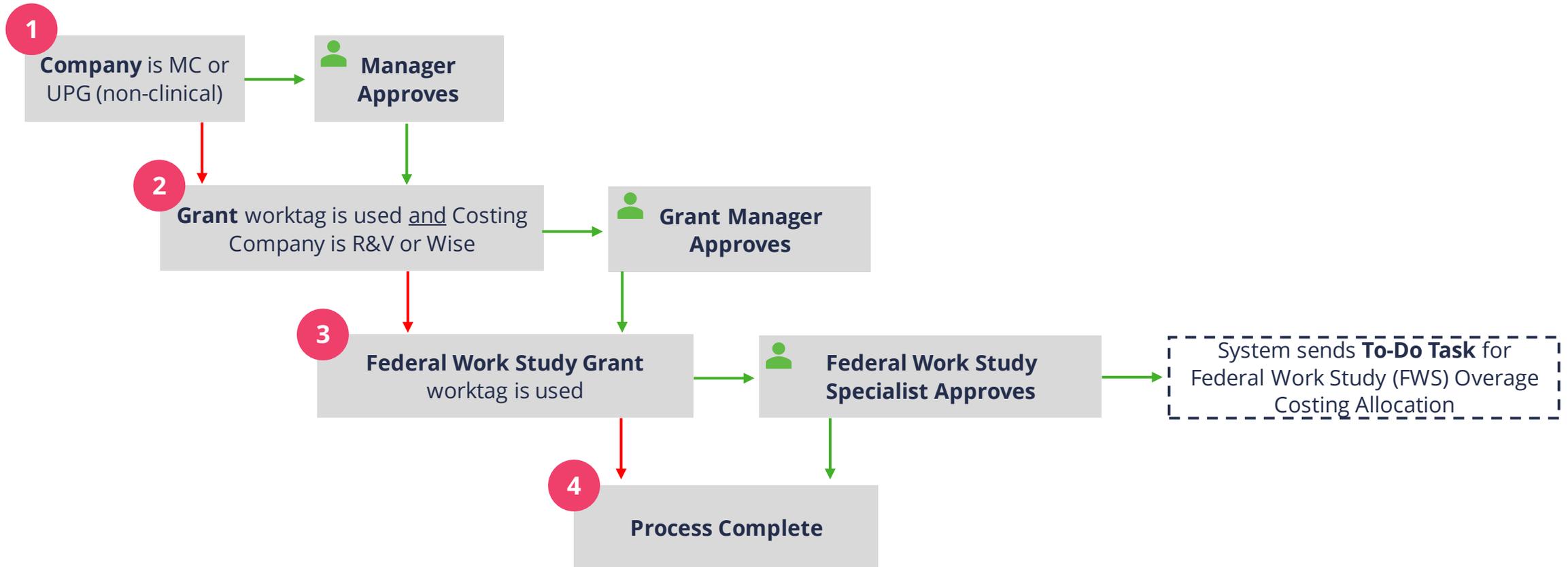
Workday Roles	
	Payroll Costing Manager
	Payroll Costing Specialist
	Approval Roles



Assign Costing Allocation | Approvals Routing

A costing allocation may have **no approver**, **one approver**, or **multiple approvers** depending on the **selections within the worktags**.

Approval Roles	
	Manager
	Grant Manager
	Federal Work Study Specialist



Assign Costing Allocation | FDM Worktags

Worktag	Required	Driver	Related Worktags
Costing Company	X		
Gift	X*	X	Fund (always) Cost Center, Function (sometimes)
Grant	X*	X	Fund, Cost Center, Function, Business Unit Program (sometimes)
Designated	X*	X	Fund (always) Cost Center, Function (sometimes)
Project	X*	X	Fund (always) Cost Center, Function (sometimes)
Fund			
Cost Center	X	X	Business Unit (sometimes)
Function			
Program			
Activity			
Assignee			
Additional Worktags			



Position Restriction Costing Allocation

Assign Costing Allocation | Position Restriction Overview

Position Restriction Costing Allocation is a costing allocation that is assigned to a position, not a worker. This costing allocation will apply for any employee that fills the position until a Worker Position costing allocation is entered.

- **Position Restrictions Section** – completed for the following situations:
 - To serve as a **“backstop”** like a suspense account. When an assigned allocation becomes end-dated or invalid, a position restriction costing allocation would determine where the payroll earnings default.
 - If the position is always funded by the **same FDM worktag** values.

Position Restrictions Costing

Effective Date 

Position Restrictions 

Position Restriction Costing Allocation | Key Considerations



Worktags -

- ✘ You **cannot use grants** on Position Restriction Costing Allocations.
- ✓ You can allocate to Cost Centers other than what is the default org assignment Cost Center. For instance, you may want all position restriction costing to roll up to a specific Cost Center.
- ✓ Use the “Suspense” Program worktag identified by your unit, if applicable (recommended).

Worker Position Earning Costing Allocation



Assign Costing Allocation | Worker Position Earning Overview

Worker Position Earning Costing Allocations are assigned for a specific worker based on a given Pay Component (e.g., salary pay, hourly wages, allowances, etc.) that can determine percentage-based costing across a set of FDM values and worktags.

Examples of Commonly Used Earnings:

- Acting Pay Allowance (ACD)
- Administrative Supplement Chair (ACD)
- Auto Allowance (ACD/MC)
- Student Hourly Pay (Work Study Award Depleted) (ACD)
- Temp Service Fee

Worker Costing

Worker * ...

Position * ...

Earning ...

Worker Position Earning Costing Allocation | Key Considerations



Position -

When you select the Worker, or if you enter the Costing Allocation directly from the Worker's Payroll Actions, the **primary position** is the default. In certain cases, you will need to manually select the position for which you are assigning the costing allocation.



Earnings -

Bonus earnings will generally be allocated by the Payroll Costing Manager via the One-Time Payment sub-task.

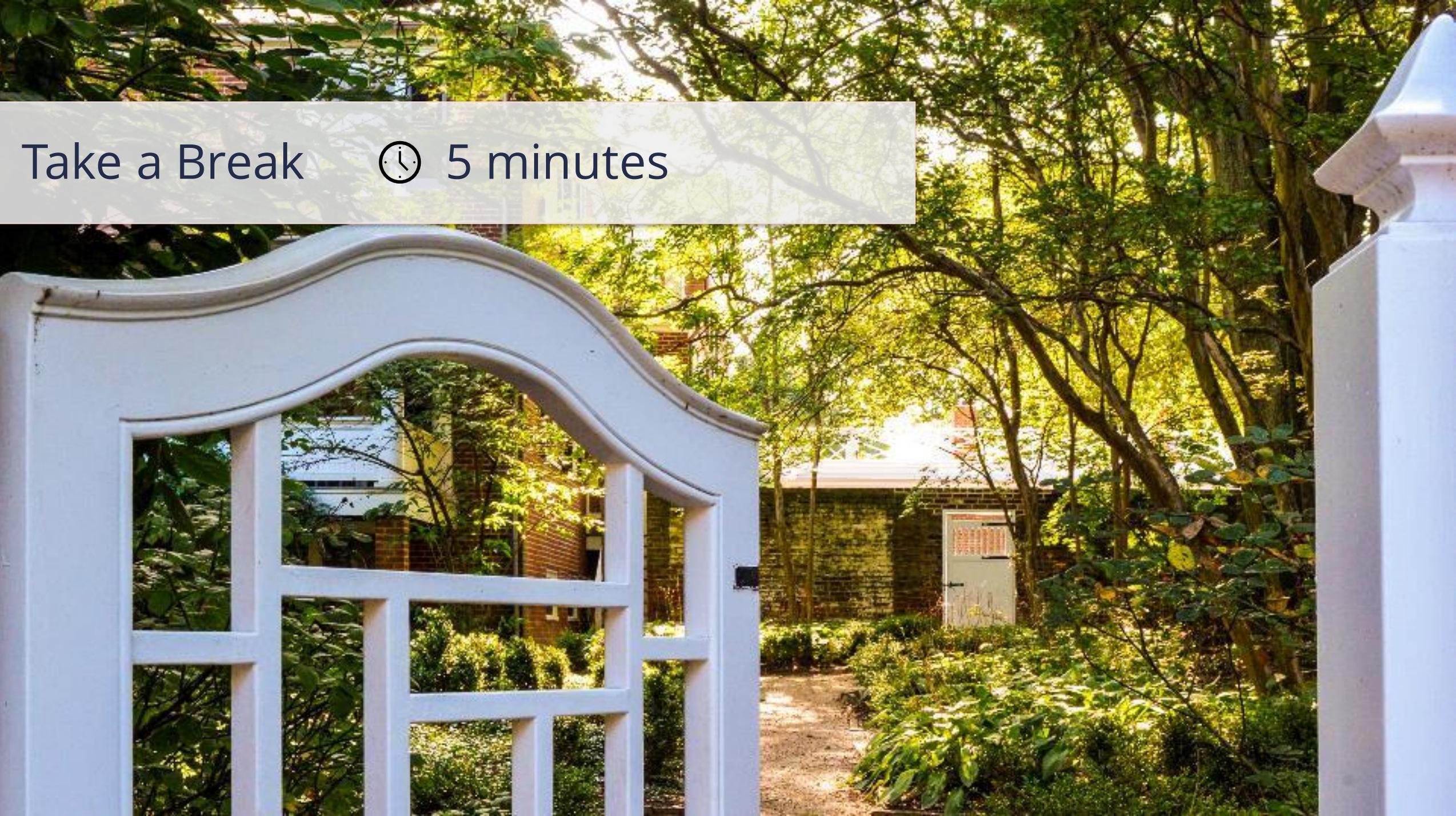
Do not select an **inactive earning**.



Other allocations -

Ensure that there is also a costing allocation in place for the "regular" earnings for the employee.

Take a Break 🕒 5 minutes





Worker Position Costing Allocation

Assign Costing Allocation | Worker Position Overview

Worker Position Costing Allocations are assigned for a specific worker to determine costing across a set of FDM values and worktags. They apply to any earnings a Worker receives on the Position specified unless a Worker Position Earning costing allocation is set up.

Similar to Oracle's **Assignment Level Schedule**.

Worker Costing

Worker *

Position *

Earning

Worker Position Costing Allocation | Key Considerations



Position -

When assigning a costing allocation for a worker, their **primary position** is the default. In certain cases, you will need to manually select the position for which you are assigning the costing allocation.



End Date -

End Date required only if allocating to grant worktags or if you are setting up multiple consecutive costing allocations at once.



Federal Work Study Costing Allocation

Assign Costing Allocation | Federal Work Study Overview

Workday Term	Definition	Legacy Term
Job Family	Student positions must be in a Federal Work Study Job Family in order to be eligible for FWS earnings. (e.g., Student Workers > Work Study)	<i>Currently used in Workday HCM</i>
Job Profile	Job Profiles are used to determine whether a FWS Position is 100%, 75%, or 50% FWS-funded. Examples: ACD_101740 - Federal Work Study America Reads Undergraduate Tutor ACD_102445 - Community Work Study For Profit Undergraduate 50 Percent	<i>Currently used in Workday HCM</i>
Federal Work Study Award Balance	For R&V FWS students, Award Balances are loaded via integration from SIS. Wise students have Award Balances loaded manually via payroll input. The Award Balances feed “memo” earnings. Federal Work Study Award - ACD (Memo) Federal Work Study Award - Wise Academic Year (Memo)	N/A
Federal Work Study Earnings	When FWS students clock hours on their FWS Positions, the amounts are paid on FWS earnings that decrement the overall FWS Award Balance. Federal Work Study (ACD) Federal Work Study - Academic Year - Wise	N/A
Depleted Earnings	Once a FWS Award Balance is fully depleted (\$0.00 remaining), any additional hours clocked on the FWS Position will be paid on depleted earning and post as student wages (non-FWS). Student Hourly Pay (Work Study Award Depleted) (ACD) Student Hourly Pay (AY Work Study Award Depleted) (Wise)	Work Study Earnings Over Award Limit

FWS Costing Allocation | Tasks

1

Assign **Worker Position** Costing Allocation

Once the **FWS Specialist** approves the Costing Allocation, you will receive an **inbox notification** to assign a Worker Position Earning Costing Allocation for the **depleted earnings**.

2

Assign **Worker Position Earning** Costing Allocation

3

Complete/Submit **To Do** step in Inbox.

Worker Costing

Worker

Position *

Earning

Worker Costing

Worker

Position *

Earning

FWS Costing Allocation | Key Considerations



Position –

When you select the Worker, or if you enter the Costing Allocation directly from the Worker's Payroll Actions, the **primary position** is the default. **Ensure you change this to the FWS Position.**



End Date –

Required for the **Worker Position** costing allocation.

Recommended for the **Worker Position Earning** costing allocation.



Distribution Percent–

For the **Worker Position** costing allocation, lines should be split according to how the FWS Position is funded – 100%, 75/25%, 50/50% (determined by the Job Profile).



Earning–

For the **Worker Position Earning** costing allocation, use the following Earnings:

- Rector & Visitors: Earning = **Student Hourly Pay (Work Study Award Depleted) (ACD)**
- Wise: Earning = **Student Hourly Pay (AY Work Study Award Depleted) (Wise)**



Worker Position Costing Allocation – Involving Grants

Assign Costing Allocation | Grants Overview

Workday Term	Definition	Legacy Term
Award Line From and To Dates	Period of performance.	Grant start and end dates
Award Line Life Cycle Status	Status of grant that will allow or restrict transactions to post.	Project status
Salary Over the Cap	The worker's salary that exceeds a salary cap amount mandated by a sponsor (NIH, DHHS, etc.)	Salary Over the Cap
Allowable Worktags	Worktags that are allowed per the Award Setup	Allowed charges

Costing Allocation w/Grants | Key Considerations



Dates -

You must select an **End Date** when using **Grant worktag(s)**.

Start and end dates must fall within the award line start and end dates.



Award Line Lifecycle Status -

Cannot allocate if Award Line/Grant is in any of the following statuses: **Closeout in Progress, Closed, New Award Setup in Progress, Spending on Hold, Closeout in Progress, or Closed with Open AR.**



Worktags -

If using an **NIH Grant** worktag and the worker's salary is over the NIH Salary Cap, then you must split the allocation into more lines, selecting a **Designated** or **Gift** worktag to identify non-sponsored funds to allocate the overage.

You cannot use grants with a **subaward spend restriction** on a costing allocation.



Temp workers -

If allocating a temp worker's pay to a grant, there is a "Temp Service Fee" that is not allowable on a grant. You will need to also set up a Worker Position Earning costing allocation to identify non-sponsored funds.



Compliance -

When assigning costing allocation, **administrative salaries** allocated to a sponsored program should be compliant with **UVA Policy FIN-017**.

Costing Allocation w/Grants | Salary Over the Cap

If a costing allocation involves a grant subject to a **DHHS/NIH Salary Cap**, you will need to create additional lines to allocate salary over the cap to non-sponsored funds. Each NIH funded grant will be set up with allowable worktags for this purpose.

Two embedded tools that make calculating Salary Over the Cap easier:

The **View Related Information** icon displays the institutional base salary 

The **Calculator Tool** hyperlink at the top of the Costing Allocation screen opens an excel tool to help determine the **salary over the cap** and **percentage split**:

For assistance in calculating Salary Over the Cap (SOC) as related to a Payroll Costing Allocation, use this [Calculator Tool](#).

If you need to use UPG funds to cover Salary Over the Cap for **Clinical Physicians**, ensure you have selected the clinical position. Create a separate allocation line using the NIH Grant worktag and allowable non-sponsored worktag to separately track these cost. Also select the **R&V Company worktag**.

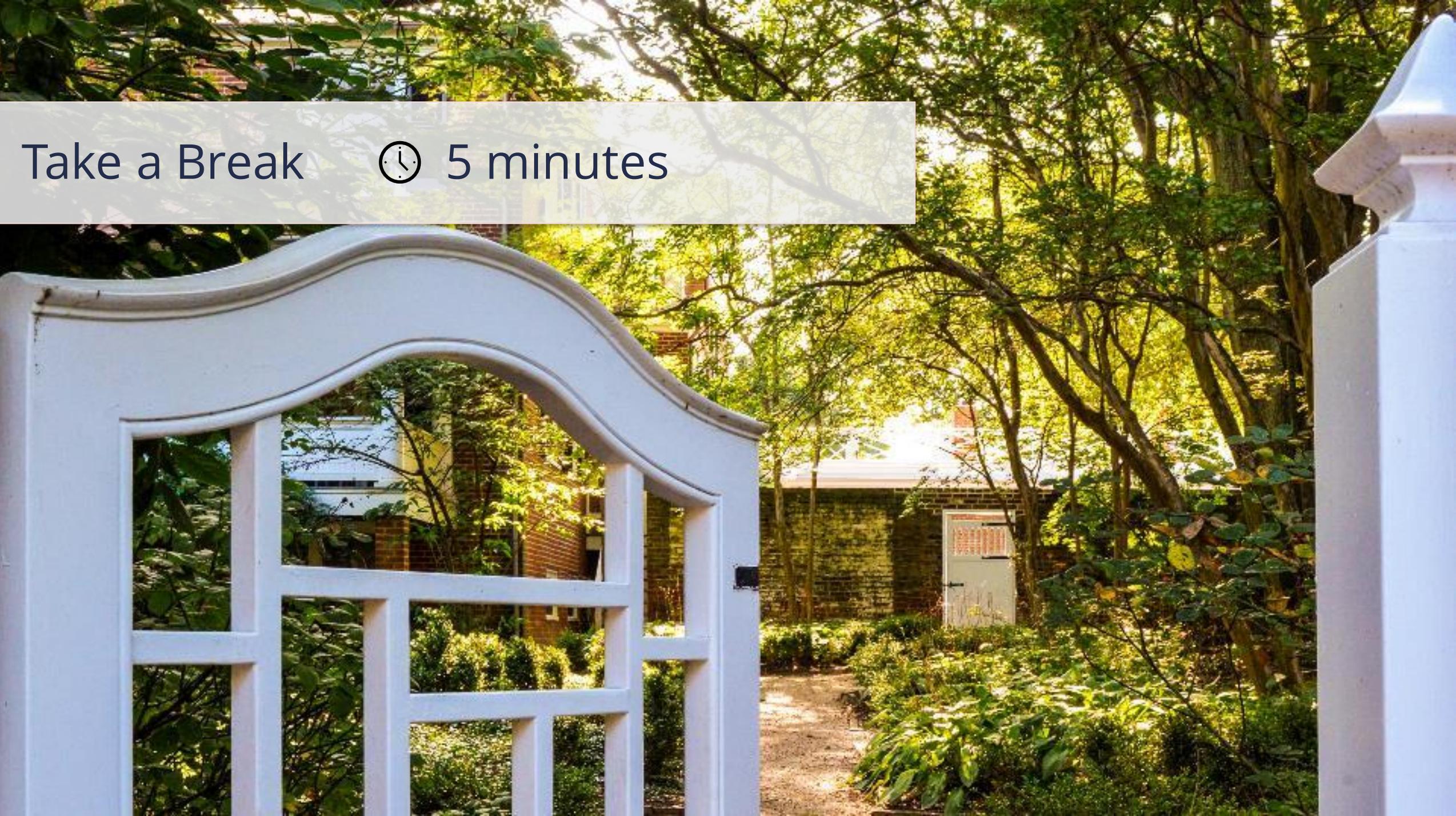
Costing Allocation w/Grants | Cost Share

If a **cost share grant** is entered in the Costing Allocation worktags, a set of default worktags will auto-populate. However, there may be alternative allowable worktags that can be selected (as previously established during the Award Setup process).

Clinical Physicians: If you need to cover cost share using UPG labor expenses, start the Assign Costing Allocation procedure over and ensure you select the faculty's clinical position.

- Create a separate allocation line using the **Cost Share Grant** and **allowable non-sponsored worktag(s)** to separately track these costs. Also select the **R&V Company worktag**.

Take a Break 🕒 5 minutes



Maintain/Update Costing Allocation



Initial creation of Costing Allocation:

1) Conversion from Oracle to Workday

2) Assigned by the Payroll Costing Manager as part of these HCM Subtasks:

- Hire/Add Job/Change Job
- Period Activity Pay
- One-Time Payment

Costing Allocation | Key Considerations



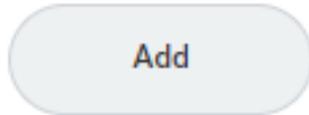
Dates –

Pay attention to **Payroll Dates**. If a Payroll Period has already posted, do not edit the worktags or distribution percentages in an existing costing allocation. Instead, end-date the existing allocation and assign a new one.



Assign Unique Allocations –

Use the Add button to assign a new costing allocation from scratch.



Copy Costing Allocation –

Use if the new allocation will be similar to or share attributes with the previous allocation (ie. You're just adding a new line or adjusting distribution percentages).

Request Costing Allocation for Oneself



Assign Costing Allocation | Key Terms

Workday Term	Definition	Legacy Term
Request Worklet	The Request worklet is a Workday Application that provides direct access to certain tasks and reports related to the requests raised by users. For example, Create Request task, My Request report, etc.	N/A
Costing Allocation for Oneself	Costing Allocation for Oneself is one of the request types that enables you to request assistance from Central Finance to assign costing allocation for oneself.	N/A

Request Costing Allocation for Oneself | Overview

The **Costing Allocation for Oneself** Request allows you submit a request to **Central Finance** to seek assistance in assigning a costing allocation **for yourself**. To submit this request, you would need to fill out a questionnaire with the required information.

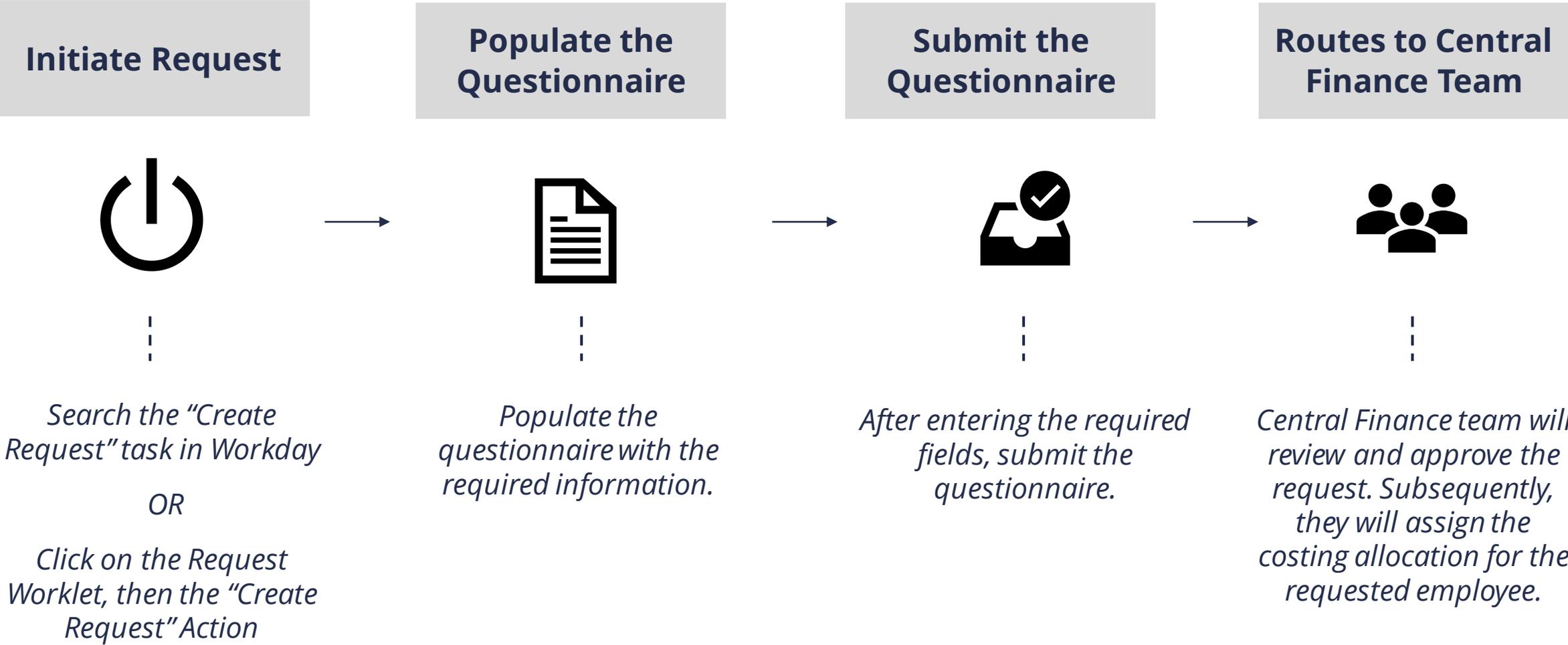
Why would you need to request costing allocation for oneself?

- If you are the only **Payroll Costing Manager or Payroll Costing Specialist** in your area, Workday **does not** allow you to assign costing allocation for yourself.
- This is primarily to **avoid** any **conflict of interest**.

The screenshot shows a web form titled "Costing Allocation for Oneself" with a blue header. Below the header, there is a blue bar with the title and a small icon. The main content area is white and contains the following text: "Used by the Payroll Costing Manager or Payroll Costing Specialist to request assistance from Central Finance to assign a Costing Allocation for yourself." and "Please provide the following information so that the Costing Allocation may be assigned. If additional details are needed, the someone will reach out. Thank you." The form has three main sections: 1. A text input field for "What Position Number is the Costing Allocation for? (Required)". 2. A text input field for "Provide Costing Allocation details such as Earnings, Start Date, End Date, FDM wotags and percentages for each set of worktags, etc. associated with the costing allocation being requested. (Required)". 3. A file upload area with the text "Please attach any documents to support the Costing Allocation request." and a "Drop files here" area with a "Select files" button. At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (white with black border), and "Cancel" (white with black border).

Request Costing Allocation for Oneself | Simplified Process Flow

Below is the high-level process flow to request costing allocation for oneself:



Payroll Costing Allocation Reports

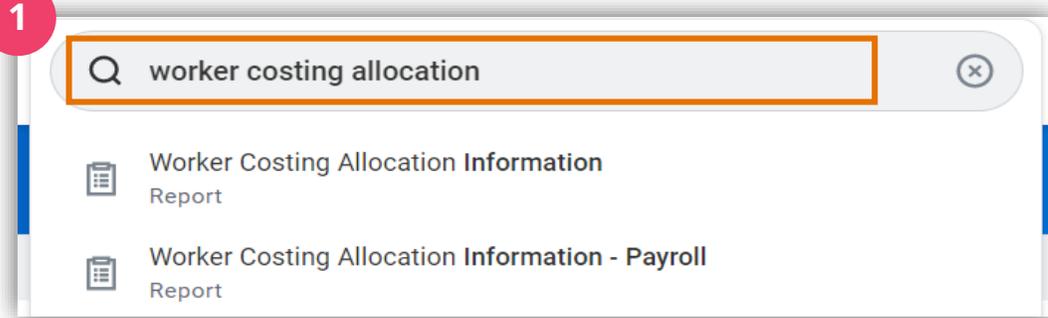


Payroll Reports - Costing Allocation | Key Terms

Workday Term	Definition	Similar to UBI ...
Worker Costing Allocation Information – Payroll	This advanced report lists all worker costing allocations. The report uses the Worker Costing Override data source and enables users to access and view details related to costing allocations of the worker under his/her jurisdiction.	LD Schedules & Salaries
INT-RPT Allowed Worktags	This report is helpful in looking up allowed worktags.	GA Reference
Payroll Obligations Composite	This report can be used for analyzing Payroll and Fringe Obligations. It will also provide related F&A Obligations (when applicable).	GA Analysis Commits
Payroll Journal Line Details	This report is used to review payroll journal line details at a more granular level (including FDM distributions, pay components, and position information).	LD Pay, ADJ & Suspense
Payroll Journal Summary Report	This report is used to review summarized payroll journal lines in a more streamlined view of FDM distributions, including a rolled-up amount by spend category when applicable.	LD Pay, ADJ & Suspense
Federal Work Study Expenses	This report is used to review Federal Work Study expenditures.	Work Study Module
Federal Work Study Payroll Balances	This report is used to review Federal Work Study balances including original amount awarded, amount spent, and remaining balances.	Work Study Module

Payroll Reports - Costing Allocation | How to Run a Report

1



Q worker costing allocation

- Worker Costing Allocation Information Report
- Worker Costing Allocation Information - Payroll Report

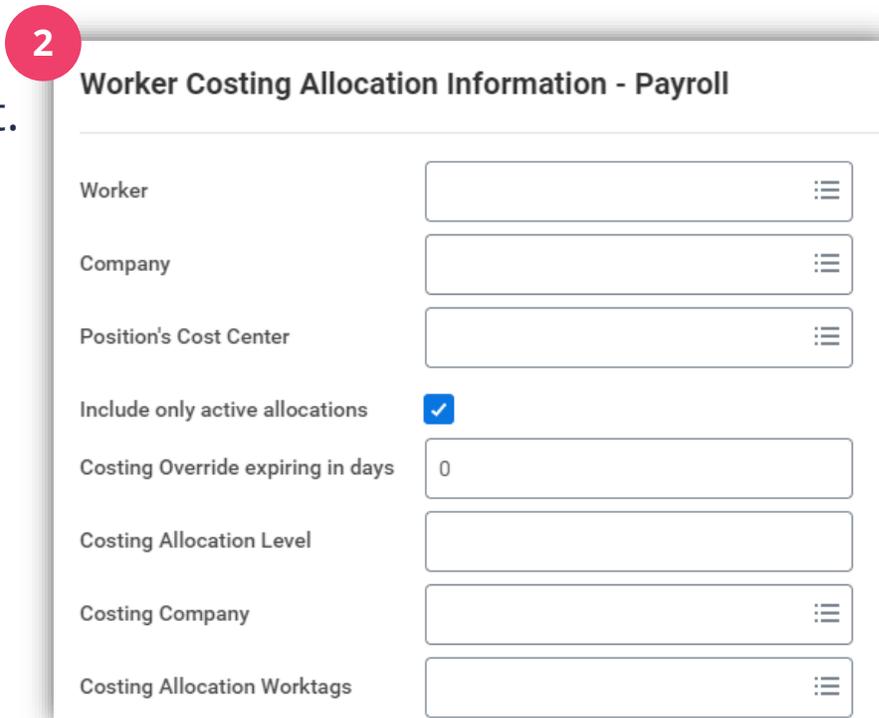
Type all or part of the report name in the search bar.

Select the correct item or hit enter and select the item from the page displayed.

Filter your report.

If filters are not required, you can leave open and filter once the report runs.

2



Worker Costing Allocation Information - Payroll

Worker

Company

Position's Cost Center

Include only active allocations

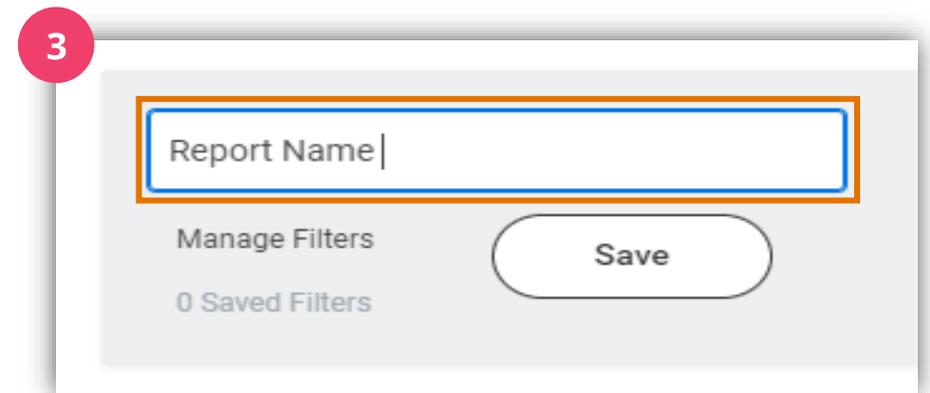
Costing Override expiring in days 0

Costing Allocation Level

Costing Company

Costing Allocation Worktags

3



Report Name |

Manage Filters

0 Saved Filters

Save

Save your filtered selections, if desired.

This enables you to easily pull this report with these defined parameters each time.

Payroll Reports - Costing Allocation | Report Functionalities

Below are the key report functionalities in Workday:



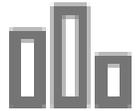
Sort - Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.



Filter - Filters can be used to narrow down data and view only required information in the report.



Prompt - Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.



Charts - Charts icon can be used to convert a data from a table format to a chart format or vice-versa. You can reset the data displayed as per your requirements.



Download/Print - Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.

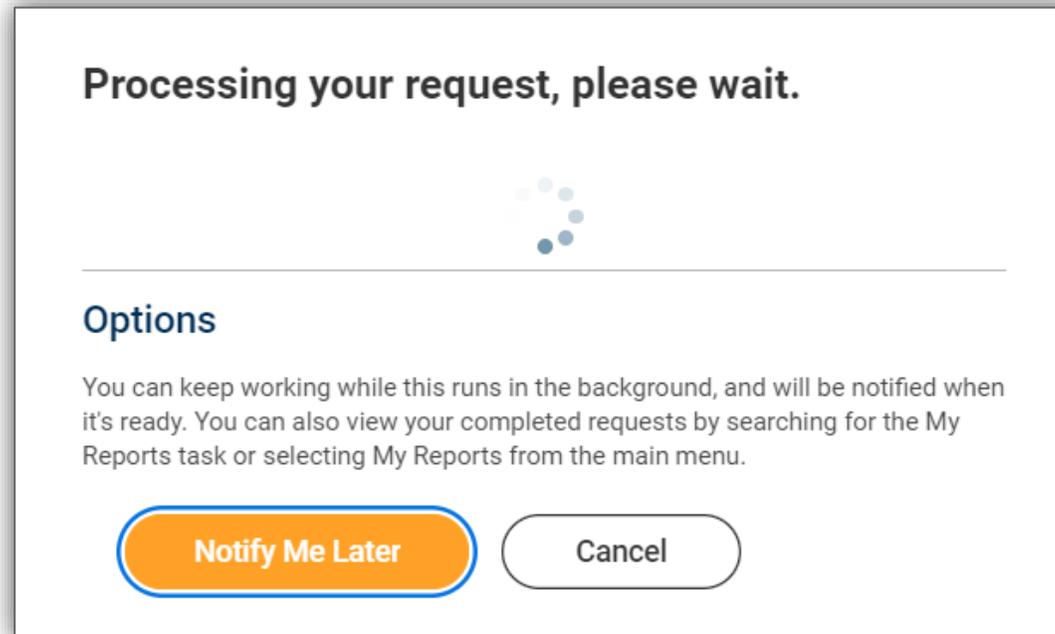


Reset - Use the Reset icon to customize your charts. The options will vary depending on the type of data and the type of chart. You can also use the Reset icon to reset the prompt settings of the report.

Payroll Reports - Costing Allocation | Report Notification



- **Report Notification** – When your report includes a huge volume of data, it might take a while for Workday to generate the report.
 - You will see a **pop-up notification** asking you if you would like to be notified when the report is ready for you to view or if you would prefer to stay on the page and wait for the report results.
 - You can choose the **Notify me Later** option and continue with other work. Once the report is ready, you will receive a notification in Workday to view the report.



Cutover & Conversion | Key Dates

Description	Date / Time	Comments
Final Bi-weekly payroll completed	Weds, 6/22 @ Noon	Final biweekly payroll for FY22 will complete on June 22 and <i>appear on reports the morning of June 24.</i>
Last date for Oracle LD Schedule Updates	Thurs, 6/23 @ 5 PM	Last day for Oracle LD Schedule additions/changes prior to Workday cutover
LD Adjustment cut off for G, Z, and CS awards	Fri, 6/24 @ Noon	Last day for LD Adjustments that impact a G, Z, or CS award.
LD Adjustment cut off for all awards except G, Z, and CS which had an earlier cutoff of Friday	Mon, 6/27 @ 5 PM	LD Adjustment cut off for all awards except G, Z, and CS which had an earlier cutoff of Friday. All LD responsibilities will be disabled at this time.



Oracle LD will **NOT** remain open after the final LD cutoffs.

This means that *any* adjustments (regardless of funding source) will need to be processed via an Accounting Journal in Workday using the "Payroll Accounting Adjustment - Historical" journal source.

Cutover & Conversion | Conversion Approach

High-Level Summary of Conversion Approach for Position Assignment-Level LD Schedules:

1. Converting the first 100% schedule through the earliest end date
2. Element Level schedules will only be converted for allowances (“recurring elements”)
3. Costing allocation start dates will align with 1st pay period of pay frequency
4. If schedule does not equal 100%, Org default or suspense PTAO mapping to FDM will be used

Oracle LD Schedule at Time of Conversion

Project	Task	Award	Org	Sched Begin Date	Sched End Date	LD%
1XXXXX	101	GBXXXXX	XXXXX	4/4/2021	12/25/2022	50%
2XXXXX	101	DRXXXXX	XXXXX	3/25/2021	10/25/2022	10%
3XXXXX	101	FAXXXXX	XXXXX	5/25/2021	5/25/2023	15%
4XXXXX	101	DRXXXXX	XXXXX	4/4/2021	12/25/2022	25%

Workday Costing Allocation Following Conversion

Cost Center	Gift	Grant	Designated	Start*	End	%
CCXXXX		GRXXXXXX		6/25/2022	10/25/2022	50%
CCXXXX	GFXXXXXX			6/25/2022	10/25/2022	10%
CCXXXX			DNXXXXXX	6/25/2022	10/25/2022	15%
CCXXXX	GFXXXXXX			6/25/2022	10/25/2022	25%

*Workday Costing Allocation Start Dates will begin based on pay group frequency:

Bi-weekly = 6/20/2022

Monthly = 6/25/2022

Cutover & Conversion | Period Activity Pay Conversion

High-Level Summary of Conversion Approach for Period Activity Pay (PAP) LD Schedules:

1. PAPs that cross cutover will pay out against the old chart of accounts for the last time in the pay periods ending:
 - Bi-weekly = 6/19/2022; Monthly = 6/24/2022
2. Existing partially paid PAPs will be end-dated as of the dates above.
3. The remaining balance from the PAP ended in step #2 will be added as a new PAP beginning with the dates below through the original end date on the PAP.
 - Bi-weekly = 6/20/2022; Monthly = 6/25/2022
4. Oracle LD Schedules will be cross-walked to the applicable PAP assignment in Workday and added as Costing Overrides on the newly started PAP in step #3 (if an LD schedule does not exist, it will be costed to the Position's labor suspense FDM string).

Example Converted PAP from UER Tenant; Note: 1/2/2022 end date and 1/3/2022 start date are representative of the bi-weekly dates listed above

Activity	Comment	Activity Start	Activity End	Unit	Qty	Unit Rate	Scheduled	Paid to Date	Currency	Payments	Costing Overrides
GRA-B - GRA-B 89104	161346.101.GB10694.40505 Prior PAP was ended. The unpaid balance was restarted in this action to allow for Oracle to Workday conversion.	01/03/2022	06/19/2022	Flat Amount	1	15,000.00	15,000.00		USD	12	1
GRA-B - GRA-B 89104	161346.101.GB10694.40505 End PAP and cancel remaining balance; restart PAP to pay out remaining balance using FDM Values	06/21/2021	01/02/2022	Flat Amount	1	32,500.00	32,500.00	17,500.00	USD	14	1

Cutover & Conversion | Conversion Guidance

- Use the UBI LD Schedules and Salaries module to:
 1. Identify the future-dated LD lines that will not convert (only the earliest end-dated line will be converted). Those can be added in Workday as future Worker Position costing allocations so that obligations can allocate accordingly.
 2. Find element-level LD schedules for any “non-recurring” elements that you would like to add as Worker Position Earning costing allocations.
 - This will be most important for any one-time payments (OTPs) that have been entered *but not yet paid out*. Any new OTPs will have costing overrides entered by the Payroll Costing Manager and will not require a Worker Position Earning costing allocation.
- Salary Over the Cap and Cost Share:
 1. After Workday go-live, OSP’s Post Award team will be reaching out to all affected departments requesting non-sponsored worktags for NIH Salary Over the Cap and Cost Share Grant set up purposes.

Course Wrap-Up | Course Summary

Now that you have completed this course you should have a better understanding of:

- The purpose of costing allocations and the high-level business process
- The various types of costing allocations and when/how to assign them
- Requirements for costing allocations involving grants and Federal Work Study
- How to maintain existing costing allocations
- How to request a costing allocation for oneself
- How to use reports and drill into processes to view information about costing allocations



A sepia-toned photograph of a grand classical building, likely a university or government structure. The building features a prominent central dome and a portico with several columns. In the foreground, a large, ornate statue stands on a pedestal, positioned in front of a set of stairs leading up to the building's entrance. The sky is filled with soft, scattered clouds, and the overall scene is bathed in a warm, golden light.

Thank you!