Hire, Add Job, Change Job - Overview

Hire, Add Job, and Change Job are all Workday HCM (Human Capital Management) processes that trigger actions for **Payroll Costing Managers.** This Quick Reference Guide (QRG) will walk through what the Payroll Costing Manager will do upon receipt of the item in their "My Tasks" inbox in Workday.
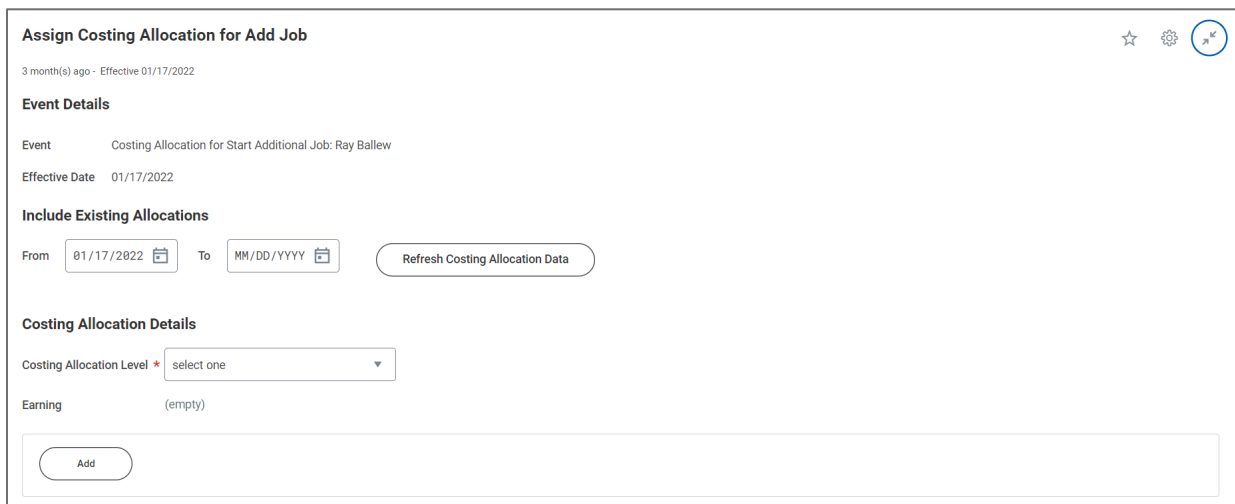
Hire, Add Job, Change Job

On the Workday **Home** screen:

1) Navigate to your **My Tasks** inbox**.**
   Click the My Tasks icon in the upper right-hand corner of the Home Screen.

In the **Inbox**:

2) Select the Inbox message pertaining to the **Hire, Add Job,** or **Change Job.**
   The message will open in the right-hand pane of your inbox. For each of these business processes, the appearance of the message is identical, except for the task name.

Assign Costing Allocation for Add Job

3 month(s) ago - Effective 01/17/2022

Event Details

Event   Costing Allocation for Start Additional Job: Ray Ballew

Effective Date   01/17/2022

Include Existing Allocations

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

Costing Allocation Details

Costing Allocation Level *   select one   ▼

Earning   (empty)

(Add)

Under **Include Existing Allocations:**

3) (Optional) Enter **From** and **To** dates and click **Refresh Costing Allocation Data.**
   This step is only applicable if the task is for Change Job and you want to bring forward previous/existing costing allocation(s) to copy.

Under **Costing Allocation Details:**

4) **Costing Allocation Level** (required): Select **Worker and Position** from the drop-down menu.

5) Click **Add** button.

Add

6) Modify/enter **Start Date** and **End Date**, if required.
Start Date will default to the effective date of the business process. End Date is optional unless using a Grant Worktag or creating multiple consecutive costing allocations.

7) Add **Costing Allocation Attachments**, if applicable.
Select the (**>**) icon to enable attachment of any relevant documents. Drag and drop the file to the field or select "**Select files**" to navigate local documents.

> Costing Allocation Attachments
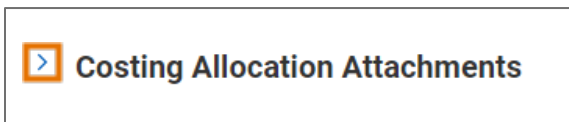
In the table:

8) Enter costing allocation worktags and distribution percent:

- **Costing Company** – Must be updated if the worker's pay is being allocated to another Company's FDM string (e.g., if a Rector and Visitors employee is being funded by the Medical Center or University Physicians Group).
- Select desired **Gift, Grant, Designated** or **Project** – required if Rector & Visitors or Wise is selected as Costing Company (or is the Worker's Company). These are driver worktags, therefore may populate related worktags (e.g., **Fund, Cost Center, or Function**).
- **Cost Center** – If a **Gift**, **Grant**, **Designated**, or **Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- **Function** – If a **Gift, Grant, Designated**, or **Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- **Program**, if desired.
- **Optional Worktags** (e.g., Activity, Assignee, Location, Business Unit, etc.), if desired.
  - **Distribution Percent** – The Distribution Percent field is used to identify how much of each line will be applied toward the final costing allocation. The distribution percent total must add up to 100% and must be entered in percentages.

NOTE	Important information if allocating to Grants:	
	Dates	The **Start Date** and **End Date** of the costing allocation must fall within the Award Line start and end dates when allocating any portion of costs to grant worktag(s).
	Cost Share	If a cost share grant is selected, 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).

	• Add allowable worktags by clicking into the search field and selecting the radio button next to the desired worktag (only allowable worktags will display)

NIH Salary Cap	If a costing allocation involves a grant subject to the **NIH Salary Cap**, you may 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.
	
	1. First, determine if the Salary Cap applies to the individual:
	   a. Open Workday in another tab and type the employee's name in the search field and select the Employee.
	   b. Click on the **Compensation** menu item in the left-side menu.
	   c. If **Total Salary & Allowances** is above the NIH Salary Cap, proceed to Step 2.
	
	2. Use this calculator tool to determine the distribution percent that can be allocated to the Grant and how much needs to be covered by non-sponsored funds.
	   a. Enter the amounts in the following fields:
	     o **UVA Institutional Base Salary**
	     o **DHHS Salary Cap**
	     o **Budgeted Effort: %**
	
	3. Split the allocation as follows:
	   a. One allocation line for the salary that can be charged to the NIH Grant (based on the NIH Salary Cap for the year):
	     o Enter the NIH Grant Worktag
	     o In the Distribution Percent field, enter the % calculated in the calculator for **"IBS monthly salary amount to charge to grant."**
	   b. One (or more) allocation line(s) for the salary over the cap amount:
	     o Enter the NIH Grant Worktag **and** allowable worktags to identify non-sponsored fund source (i.e., Gift or Designated). Ensure the non-sponsored Fund is used for this allocation line.
	     o In the Distribution Percent field, enter the % calculated in the calculator for **"IBS monthly salary over the cap salary amount that needs to be covered from non-sponsored worktags."**

Temp workers	If allocating any portion of a temp worker's pay to federal grants, you will be required to complete a separate task after completing this one. This task will direct you to assign a Worker-Position-Earning costing allocation to allocate the Temp Service Fee to a funding source other than the federal grant.

9) Add new row(s) to split the distribution percent/amount between more than one set of worktags, if desired:

    a. Select the plus button to add new row(s) and allocate costs to worktags

    b. Enter costing worktags as in Step 9.

    c. Enter **Distribution Percent -** In allocations where the distribution is split, each line must have a percentage and amount identified. The distribution percent fields must total 100% and the amount fields must add up to the total amount of the Period Activity Pay.

10) Enter Comment (required) for costing allocation.

11) Click the **Submit** button to submit the Costing Allocation.

You have successfully completed this task!