

Functional Area: Compensation

Employee Self Service

HOW TO ADD SPLIT COST ALLOCATIONS

Vast majority of employees are paid out of one cost-center (FOAP) but for some employees the funding can come from multiple cost centers and this job aid will show how to enter those details into workday.

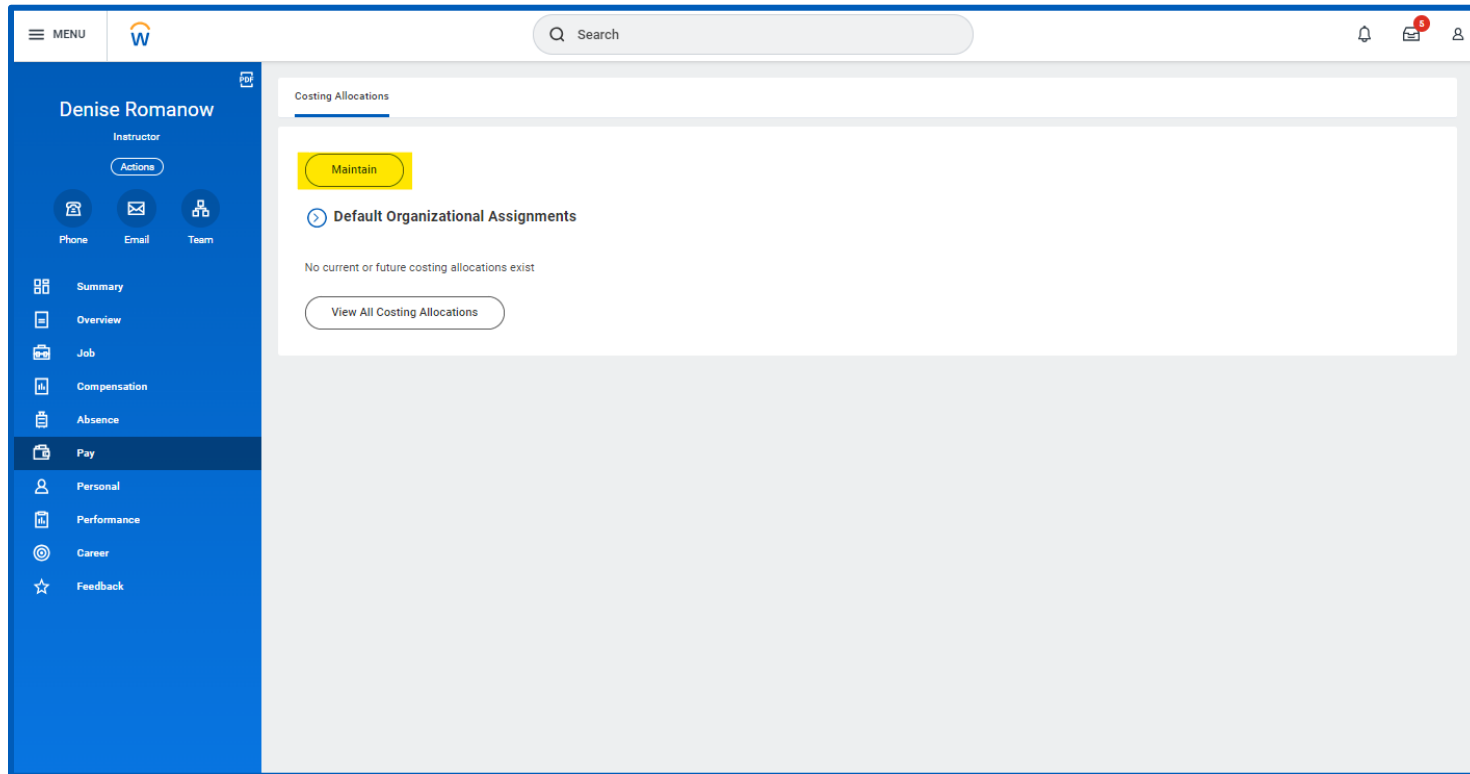
1. Select any employee in your organization that you want to make changes and make sure you are the **manager** of the employee. Select the **Pay** button to start making the changes.

The screenshot displays the Workday Employee Self Service interface for Denise Romanow, an Instructor. The left navigation menu includes options for Summary, Overview, Job, Compensation, Absence, Pay (highlighted with a red box), Personal, Performance, Career, and Feedback. The main content area shows employee details: Location (Main Campus), Manager (Shedeh Tavakoli, highlighted with a red box), Cost Center (32535 Counselor Education), Education (Argosy University, Doctor of Philosophy), and Job History. A Feedback section with a 'Give Feedback' button and a 'View More' link is also visible.

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2. You will see **Maintain** option under the costing allocation and click **Maintain**.



3. Under **Include Existing Allocations**, select date from when you want these changes to be effective. You can choose to leave end date blank if you want this allocation to continue forever. If you can choose any other date in case your grant / fund is ending on a certain date and when system is past that date, it would automatically use 100% **default organizational assignments**

×

Assign Costing Allocation

Include Existing Allocations

From

To

Worker Costing

Worker

Position

Earning

Position Restrictions Costing

Effective Date

Position Restrictions

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- Under worker costing, Select the **current** positions that you want these changes to be applied to.

✕

Assign Costing Allocation

Include Existing Allocations

From

To

Worker Costing

- Worker Costing >
- Worker >
- Position ☰
- Earning ☰

Current Positions >

Past Positions >

Future Positions >

Search ☰

Position Restrictions Costing

Effective Date

Position Restrictions ☰

OK
Cancel

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5. Select the current available position of the worker.

Assign Costing Allocation

Include Existing Allocations

From: 10/17/2023

To: MM/DD/YYYY

Worker

Worker W00385 Instructor - Denise Romanow

Position Search

Earning

Position Restrictions Costing

Effective Date: 10/17/2023

Position Restrictions


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6. You can leave the **Earning** field and **Positions Restrictions Costing** fields blank and Click **OK**



Assign Costing Allocation



Include Existing Allocations


From 10/17/2023 

To MM/DD/YYYY 


Worker Costing

Worker  

Position   **W00385 Instructor - Denise Romanow**

Earning 

Position Restrictions Costing

Effective Date 

Position Restrictions (empty)

OK

7. Under **Costing Allocation Attachments**, Click on + symbol to expand the new row.

Assign Costing Allocation ⌵

Costing Criteria

Worker Denise Romanow
 Position W00385 Instructor - Denise Romanow

Include Existing Allocations

From 10/17/2023 To (empty)

Copy Costing Allocation

Start Date * 10/17/2023

End Date MM/DD/YYYY

Default Organizational Assignments (As of Start Date)

Account: 600001 Wages
 Cost Center: 32535 Counselor Education
 Fund: 110010 Combined GRF and Operating IF
 Program: 11000 Gen Academic Instruct Degree-Related

> **Costing Allocation Attachments**

1 item ⌵

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Fund	Cost Center	Account	Program	*Distribution Percent
+	-	Account: 600001 Wages Cost Center: 32535 Counselor Education Fund: 110010 Combined GRF and Operating IF Program: 11000 Gen Academic Instruct Degree-Related		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100
								100.00%

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8. Enter your **Fund**, **Cost Center**, **Account**, **Program** and **Distribution Percent** below. If you need to add more rows, click + symbol again. Make sure **Distribution Percent** sums up to 100% else it will throw error when submitting the workflow. Complete the **enter your comment** field to provide additional details about the change(s) to your information and click **Add** to attach supporting documentation for the change of your information and click **Submit**.

Copy Costing Allocation

Start Date * 10/17/2023

End Date MM/DD/YYYY

Default Organizational Assignments (As of Start Date)

Account: 600001 Wages
 Cost Center: 32535 Counselor Education
 Fund: 110010 Combined GRF and Operating IF
 Program: 11000 Gen Academic Instruct Degree-Related

> Costing Allocation Attachments

2 items

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Fund	Cost Center	Account	Program	* Distribution Percent
				x 110010 Combined GRF and Operating IF	x 32535 Counselor Education	x 600001 Wages	x 11000 Gen Academic Instruct Degree-Related	50
				x 110010 Combined GRF and Operating IF	x 32541 Teacher Education	x 600001 Wages	x 11000 Gen Academic Instruct Degree-Related	50
								100.00%

Remove

Add

enter your comment

Submit Save for Later Cancel

9. Review the **Up Next** section to identify who is next in the workflow to process your Costing Allocation change.

