

Research Operations

Salary Allocation Training

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Costing Allocations Overview

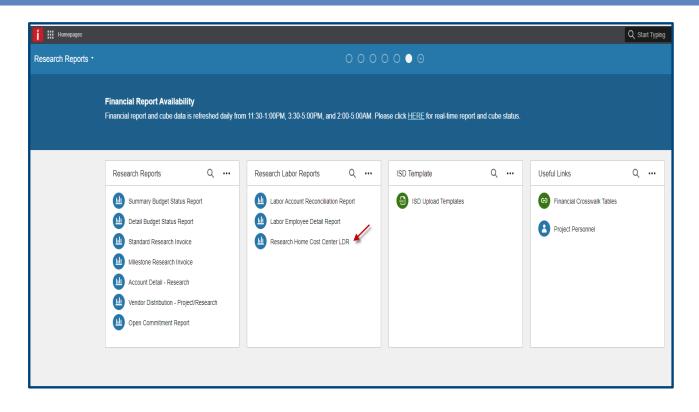
Terms & Concepts

[Note: only section slide]

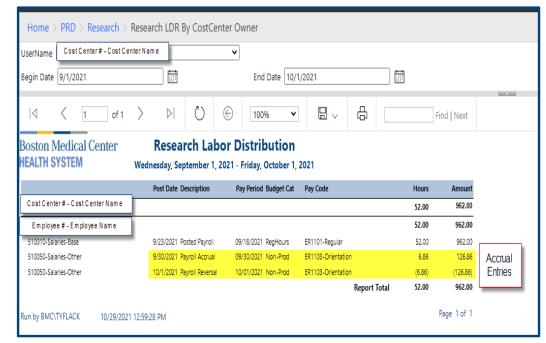
Research Home Cost Center (RHCC)

- The purpose is to provide a home cost center (A.K.A default cost center) in Workday for all sponsored project-contingent workers. This facilitates moving health system employees onto and off of sponsored projects in the most efficient way possible and avoids delays in payroll processing and posting.
- Sponsored projects (4XXXXXXXXXXX) cannot be used as home cost centers in Workday.
- Enter new job requisitions for sponsored project/research employees using your RHCC. You cannot enter an allocation for an employee until the employee's start date, i.e. they become active in Workday.
- Managers have 5 business days to enter the worker's allocation after their start date without needing a cost transfer request form.
- Updating or changing a home cost center
 - > Effective date will always be today. Changing a home CC won't change retroactive pay.
- RHCC Reports are available on the Research Homepages in Infor.

RHCC in INFOR

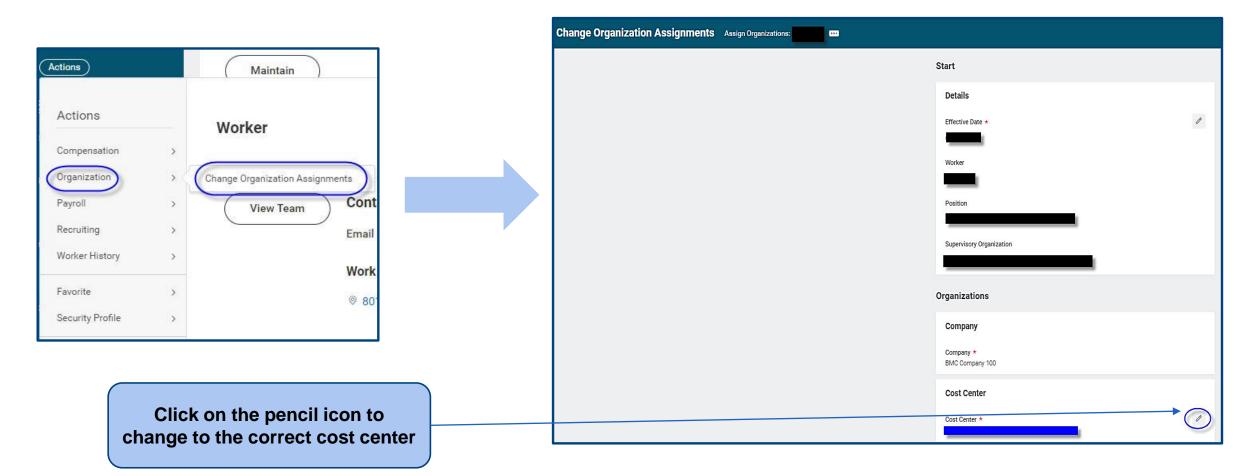






Setting up the Default Cost Center

A Default Cost Center can only be a Research Home Cost Center or Department? Cost Center. Projects or grants cannot be used as the default.



Costing Allocations

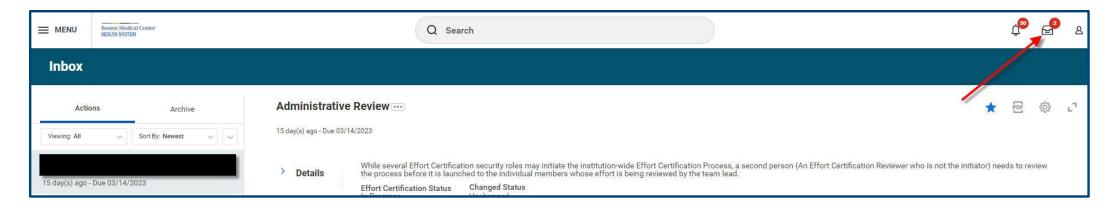
What is a costing allocation?

- Costing Allocation determines which budget (i.e. Worktag) an employee's salary/payroll costs are charged/recorded to in the ledger account.
- Costing allocations are maintained for workers in Workday through the Assign Costing Allocations task. All workers whose time is frequently compensated through multiple cost centers would have appropriate costing allocations set up in Workday. Workday needs to know how to allocate 100% of a worker's pay.

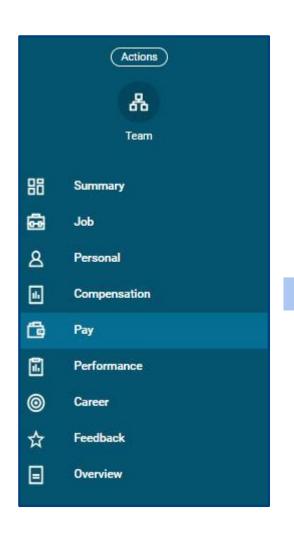
General Navigation in WD

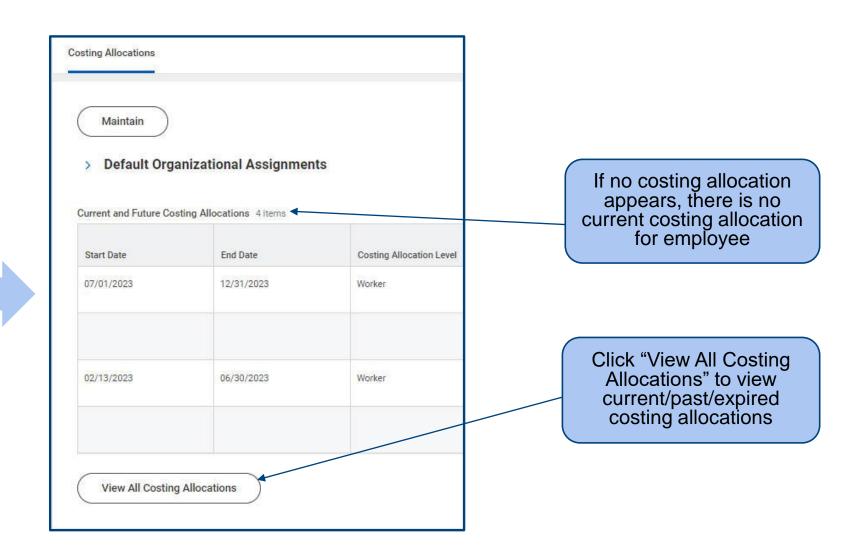
Inbox

- Located top right of your screen.
- Items assigned to you will be listed under Actions (left menu).
- Items that were submitted and processed will be listed under Archive.



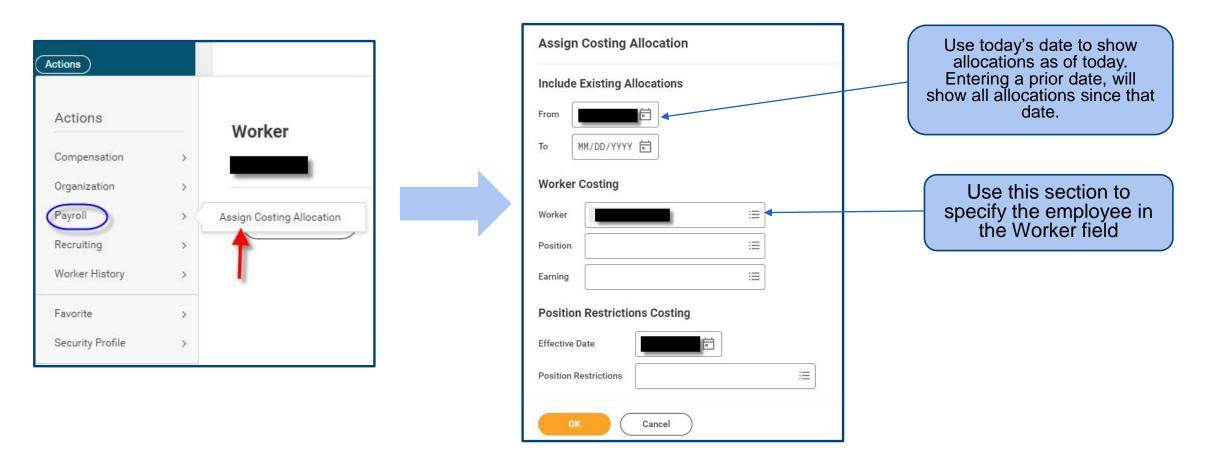
View Costing Allocations





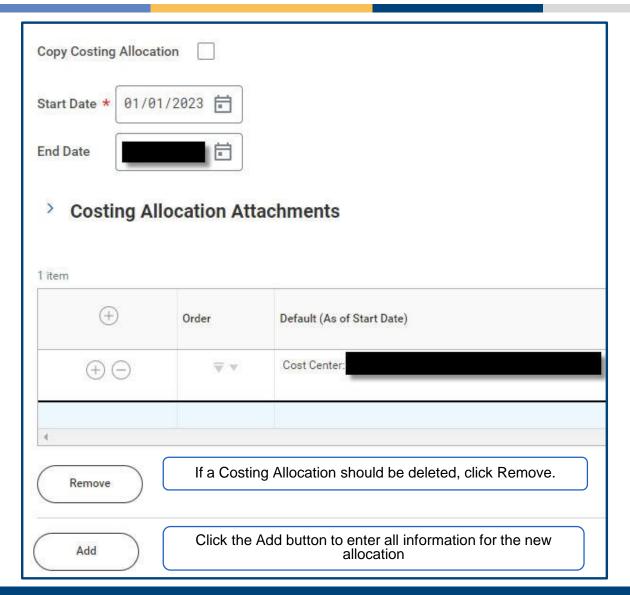
Edit Costing Allocations – from Actions button from Employee's Profile

• From the employee's profile, click **Actions**, **Payroll**, Assign Costing Allocation



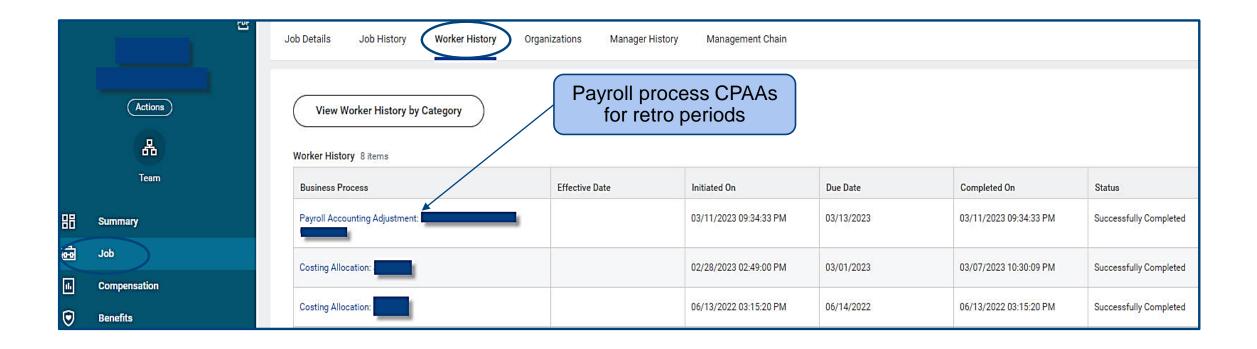
Edit Costing Allocations

- Any Costing Allocations that are already in place for the employee will be displayed on this page.
- To enter a new allocation:
 - ➤ Copy Costing Allocation and make the appropriate changes
 - ➤ Use Add button to enter all appropriate information.
- Specify the Start Date and End Date of the allocation
 - The start date for a new allocation will default to today's date, so if there are existing allocations, you will see an error message until you change the start date on the new allocation to a date that doesn't overlap existing date ranges.
 - ➤ If the start date of a new allocation is earlier than the start date of the current payroll period, a retro adjustment and Cost Transfer Form might be needed.



Worker History

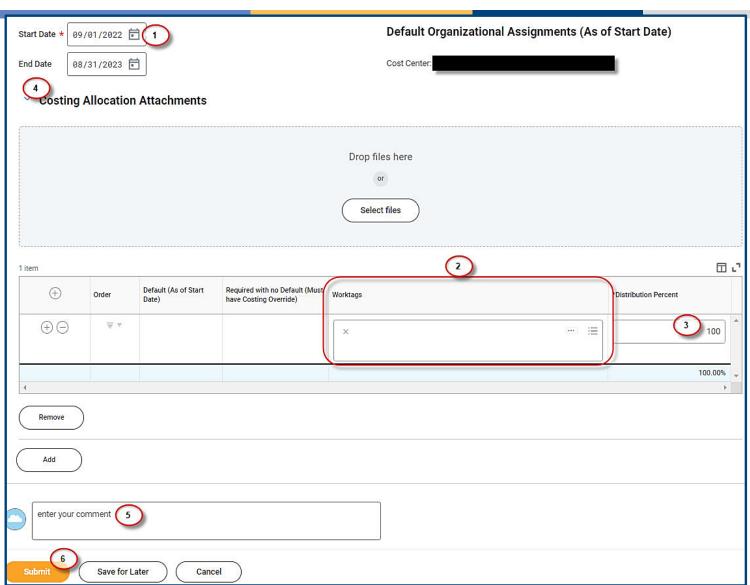
 Go to Job, then Worker History, to see a history of allocations, Payroll Accounting Adjustments (CPAAs), and home cost center changes



How to Change costing Allocations

Example 1. Allocate 100% of employee's earnings to another funding source

- 1. Enter the **Start Date** and **End Date** of the allocation.
- 2. Enter the appropriate funding source (cost center, grant, or discretionary).
- 3. Enter 100 in the Distribution Percent field.
- 4. Attach related document(s) if needed.
- Enter information related to the allocation in the comment field.
- Click Submit. You can select Save for Later if you need to complete and submit the allocation later.

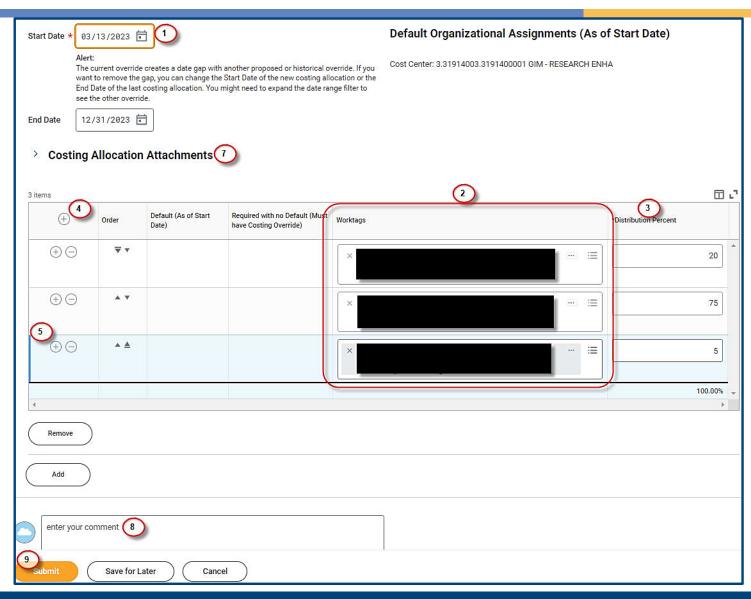


How to Change Costing Allocations

- <u>Example 2.</u> Split an Employee's Earnings Among Multiple Funding Sources
- 1. Enter the **Start Date** and **End Date** of the allocation.
- 2. On the first allocation line, enter the appropriate funding source (cost center, grant, discretionary).
- 3. Enter the allocation percentage in the Distribution Percent field.
- 4. Click the + or sign to add or delete a costing line.
- 5. If adding a costing line: in the new row, enter the appropriate funding source and the allocation percentage in the Distribution Percent field.
- 6. Repeat steps 4 and 5 to enter additional allocation lines.
- 7. Attach related documents if needed.
- Enter information related to the allocation in the comment field.
- 9. Click Submit. You can select Save for Later if you need to complete and submit the allocation later.

See screenshot on next page

Example 2: Screenshot

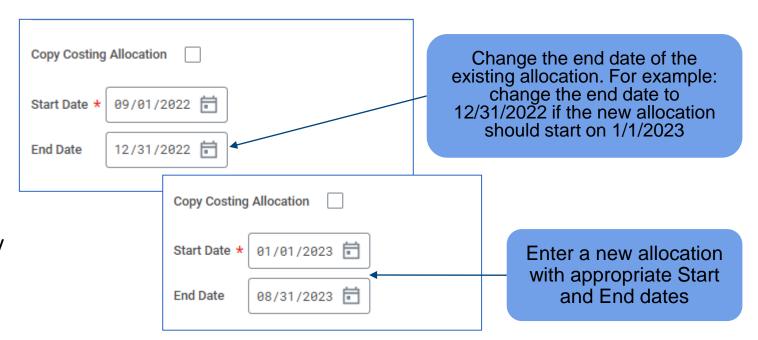


How to Change Costing Allocations

<u>Example 3.</u> Change an existing/approved allocation with a retro period.

Current Allocation period is 9/1/2022 – 8/31/2023.

- 1. End the existing Costing Allocation
- 2. Enter a new Costing Allocation with appropriate Start Date and End Date
 - If the start date is a period that has already been paid, you will need to attach a Cost Transfer Form.
 - After RF approves the request, Workday triggers a retro adjustment. This will be done by payroll.



Things NOT to do and system limitations

- Future and retro periods combined
- Overwriting allocations
- Partial pay period retro adjustments
- Position allocations never do; most frequently happens when allocations are entered before an employee starts
 - ➤ How to tell if you have a position allocation
- RF will be reviewing for these issues going forward and will return then when we see them.

Reports and Resources

Reports:

These reports don't need prompts so will run on all workers that you have security to view

- ✓ All Position restrictions Costing Allocations
- ✓ All Workers Costing Allocations

Resources:

- Link to Workday guidance documents
 https://hub.bmc.org/employee-center/workday
- Changing Home Cost Center and Allocations
 https://hub.bmc.org/doc/changinghomecostcenterandallocationsdocxhris-workday
- Viewing Cost Center Allocations
 https://hub.bmc.org/doc/viewingcostcenterallocationsinworkday102518pdf
- Bi-Weekly Pay Schedule
 Bi-Weekly Pay Schedule (BMC Intranet)