

Workday@OK ALERT



Workday Alert 23-12

Date: June 7, 2023

To: Agency Payroll Officers

From: Director of Workday Operations

Re: Year-end costing allocation changes

Agency directors, HR staff and Workday@OK Finance team:

Agencies are responsible for costing allocation changes in Workday@OK. OMES has finalized and tested a method to make mass year-end updates for agencies rather than agencies having to individually add a new costing allocation for fiscal year 2024.

Agency CFOs or Workday@OK Finance partners will have to initiate these updates and we've developed [this job aid](#) to facilitate. The [job aid](#) provides instructions for running the necessary reports, downloading them to Excel, reviewing the current costing allocations, and making updates to the costing allocations by position/employee.

This information will also be communicated through notification to agency finance officers. If your agency has assigned the agency Finance partner role in Workday@OK to someone outside of the agency's finance department, please contact that area to ensure your costing allocation updates are completed timely. Please also verify they have the information from this memo, as well.

All agencies must update their costing allocations and submit an updated spreadsheet. At a minimum, the bud ref must be updated on agencies that are not funded through appropriations. For appropriated agencies, the updates may include several worktags/chartfields. The current costing allocation expires on June 30. Payrolls including July dates will not include a valid costing allocation if you have not provided the updated files and you will have to update the costing allocation on positions manually.

The costing allocation updates can be submitted now, as they are effective-dated. We recommend you provide the updated file as early as possible. All positions/employees for your agency should be updated in a single file.

BI-WEEKLY PAYROLL All agencies that process a bi-weekly payroll must provide updated funding by June 20, 2023. Bi-weekly payrolls for the pay period of June 18-July 1 will begin processing the first week of July. If an agency's costing allocations are not loaded prior to the initial calc performed on July 2, 2023, the agency will have to individually run a calc on every employee updated by the load or changed on-line.

MONTHLY PAYROLL For monthly payroll agencies, these files must be submitted by July 5, 2023. If costing allocations for an agency which runs only monthly payrolls are not loaded prior to the initial calc processing on July 16, 2023, the agency will have to individually run a calc on every employee updated by the load. Your supplemental or off-cycle payrolls for June do not have to be completed for this update to be loaded.

If you have any questions, please do not hesitate to contact jennie.pratt@omes.ok.gov with OMES Central Accounting and Reporting.

Workday@OK Alerts

Workday@OK alerts are intended to serve as a resource for agency leaders with regards to actionable items within the Workday@OK system.
