Workday@OK

COSTING ALLOCATIONS – JOB MANAGEMENT IN WORKDAY@OK

THIS GUIDE IS FOR: **AGENCY FINANCE STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES**

NOTES

- Finance Partners can view and maintain costing allocations for positions they support in Workday@OK. Changing the source funding of a position may be accomplished via the task, **Assign Costing Allocation** or as a subprocess during **Hire**.
- This user guide provides insight into how to view and assign costing allocations for a job management employee within Workday@OK.
- Identified exceptions that use **Job Management** include the Court of Criminal Appeals, District Courts and Supreme Court. Also included are special clients, National Guard and employee types of seasonal.

RELEVANT TERMINOLOGY

TERM	DEFINITION
Costing Allocation	Indicates how to allocate earnings for a particular position (position restriction) across various **Worktags** (**Chartfields**).
Cost Center	The PeopleSoft department used to fund a position.
Employee Pin	A unique identifier for each employee. An employee pin or name may be used to identify a specific worker.

KEY REPORTS

A list of key reports that may be useful in performing activities is provided below:

REPORT NAME	DESCRIPTION
Costing Allocation – Job Management	A report that lists costing allocation by company for each job. This returns only active costing allocations assigned to jobs.
Payroll Journal Lines	A report that lists all expense-related journal lines by position.
Budget Check Exceptions	A report that lists budget exceptions by company, ledger account and plan structure.

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CREATE COSTING ALLOCATIONS FOR A POSITION

1. Beginning on the Workday@OK homepage, navigate to the **Search Bar**.
2. Type and select the task **Assign Costing Allocations** from the drop-down menu.
3. On the pop-up menu, there are two sections:
   - **Worker Costing** – these fields are only used for job-managed employees.
     - **Worker**: Search for and select an employee.
     - **Position**: Search for and select a position applicable to the job-managed position.
     - **Earning**: Selection is not used at the State of Oklahoma.
   - **Position Restrictions Costing** – all fields should be left blank.
4. Select **OK**.

ASSIGN COSTING ALLOCATIONS FOR A POSITION

1. Beginning on the **Costing Allocation for a Position** page, Workday@OK displays the below options to edit the costing allocations.
   - **Copy Costing Allocation**: Duplicate the entire costing allocation section, creating a new space to set up accounts for a specific period. Ensure that **Fund** and **Bud Ref** values are appropriate for the fiscal year.
   - **Start Date (required)**: The date funds begin to be allocated to the worker/position.
   - **End Date (required)**: The date funds end for the worker/position.
   - **Costing Allocation Attachments**: A space to include attachments if necessary. Select the arrow to the left of **Costing Allocation Attachments** to expand the window to drop files or select files to upload attachments.
2. After making any necessary changes, scroll down to view the current costing allocation assignments. Note: The distribution percentage must equal 100%. Workday@OK will produce an error message if it does not equal 100%. Consider the fields below in making changes:
   - Cost Center (required).
   - Fund (required).
   - Bud Ref (required).
   - Program (required).
   - Sub-Account.
   - CFDA#.
   - Operating Unit.
   - Chartfield 2.
   - Distribution Percentage.
3. To add another row, select the (+) sign. Many of the fields may remain the same; however, make any necessary change as required for the position.
4. Select **Submit**.

REVIEW COSTING ALLOCATIONS FOR A POSITION

1. Beginning on the Workday@OK homepage, select **More Categories** and select **Assign Costing Allocation** task, then navigate to the **Costing Allocation – Job Management** report.

2. In the **Worker** column, select the **Related Action** button next to the magnifying glass.
3. Select **Payroll** then **Assign Costing Allocation**.
4. On the pop-up menu, there are two sections:
    - **Worker Costing** – these fields are only used for job-managed employees.
        - **Worker**: Automatically populated based on selection criteria from Step 2 above.
        - **Position**: Search for and select a position applicable to the job-managed position.
        - **Earning**: Selection is not used at the State of Oklahoma.
    - **Position Restrictions Costing** – all fields should be left blank.
5. Follow the steps provided in the **Assign Costing Allocations for a Position** section above.