

COSTING ALLOCATIONS – POSITION RESTRICTIONS 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 of another relevant transaction, such as **Create Position**.
- This user guide provides insight into how to view and assign costing allocations for a position-restricted employee within Workday@OK.

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 – Position Restrictions	A report that lists costing allocation by company for each position. This returns only active costing allocations assigned to positions.
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.



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.
 - **Position Restrictions Costing** – used by the majority of state agencies.
 - **Effective Date** (required): Select the date in which the accounting changes will begin.
 - **Position Restrictions** (required): Search for and enter an employee name or their unique PIN number.
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 PLUS (+) 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 – Position Restriction** report.
2. In the **Position Restriction** 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.
 - **Position Restrictions Costing** – used by the majority of state agencies.
 - **Effective Date** (required): Select the date in which the accounting changes will begin.
 - **Position Restrictions** (required): Automatically populated based on selection criteria from Step 2 above.
5. Follow the steps provided in the **Assign Costing Allocations for a Position** section above.