Student Employment: Assign Costing Allocation

The **Assign Costing Allocation** business process in Workday enables Compensation Finance Partners to identify various levels of costing (labor distribution), splits and overrides for student employees.

Note that identifying a default Cost Center can be done by the HR Partner at the position level via the Assign Organizations and Change Organization Assignments business processes. If the default Cost Center on the position suffices, you **do not** need to Assign Costing Allocations. Use the Assign Costing Allocation to override any default, or to split the costing, as in the case of a Federal Work Study appointment.

**Hierarchy of Costing Levels**

- **Position Default**
- **Position Restrictions**
- **Worker, Position**
- **Worker, Position, Earnings**

**Position Default** identifies a default Cost Center account for the position (100% allocation) identified via an Assign Organizations or Change Organizations event.

**Worker Position** overrides and/or splits any default costing on the position via an Assign Costing Allocation event.
Assigning Costing

Assign Costing Allocation events may appear in your Workfeed and Inbox as a To Do. You can click those links directly to assign costing, or search for the task as shown here.

1) In the search box, enter the name of the business process (Assign Costing Allocation) or enter the employee’s name to which you wish to assign costing; then click Search, or press the Enter key. The Search Results page is displayed.

2) Click the Assign Costing Allocation link.
   The Assign Costing Allocation page displays.
Worker Costing: Worker Position level

Note that you do not need to allocate at a Worker Position level if the default Cost Center account on the position suffices.

3) In Worker Costing, enter the Worker (student) name.

4) Select the Position you want to add/change costing for.

5) Enter the Effective Date. This field defaults to the current date, however, a best practice is to use the same date as the start date of a pay period. When in doubt, review the payroll calendar. Note: Allocations/overrides that fall within a pay period take effect for the ENTIRE period. Please make appropriate % distributions based on this functionality.

5) Enter the Effective Date. This field defaults to the current date, however, a best practice is to use the same date as the start date of a pay period. When in doubt, review the payroll calendar. Note: Allocations/overrides that fall within a pay period take effect for the ENTIRE period. Please make appropriate % distributions based on this functionality.

6) In Position, click the prompt icon to select the appropriate position from the list.

Important Note: Leave the Earning field blank at this level.

7) Click OK. The Assign Costing Allocation page displays any current costing at this level (Worker Position.)
Note: If there is existing costing at this level, enter an **End Date** on that costing line, then click **Add** to add new costing line(s).

8) The **Start Date** defaults from the Effective Date previously entered.

9) Enter the **End Date**, as necessary.

   **Note:** If you do not indicate an **End Date**, this allocation will be applied to all future pay periods going forward. End Dates allow the costing to revert back to the default Cost Center on the position after.

10) If necessary, click the green ‘add’ sign to insert a costing row. In the **Costing Override** field, enter the appropriate account. A good practice when searching for an account is to begin by entering “IT.”, then including a portion of the account number. You may also type a name or a portion of the account number/string to narrow search results.

**Important Note:** To see more detailed account numbers, click on the F2- **Sub Object** or the F3- **Org Ref ID** result list categories, both of which will show more pieces of the account number. Also note that you can search by parts of an account number: e.g., if your account begins with F25, you can type F25 in the search box and get the results of all of the F25 account numbers. Here is more information about KFS acct strings:

- chart code (two characters)          object code (four characters)
- account (seven characters)          sub-object code (optional, up to three characters)
- sub-account (optional, up to five characters)  project code (Optional, not currently used)
- org ref ID (This free-form field is optional free-form field and uses up to eight characters.)
For FWS Students:
Use the menu to select one of two FWS accounts based on whether the position is endowed or contract (Subsidy Percent).

- **If regular job classification:** 50% goes to the department account, and 50% goes to IT.FWSENDW account for endowed, and IT.FWSCONT for contract college.

- **If other job classification:** allocations can be different. For America Reads and America Counts, there is no department contribution. Community Service is a variable split.

11) Enter the **Distribution Percent**  (see notes above in step 5.)

**Note:** The **Distribution Percent** will default to 100%

- Click the green addition icon + to add another account if the position is split (Include the **Costing Override** account and **Distribution Percent**. The distribution amounts must equal 100%).

- Click **Add** to define a separate allocation period – you can designate various costing definitions for specific pay periods. As one costing override ends, an added override begins, etc. If you do an override and the original change did not have an end date, you must add an end date before you submit.

12) Click **Submit**. The **Process Successfully Completed** page displays. No approval is needed.
Worker Costing: Worker Position Earnings level

Costing on earnings requires care and knowledge. For students, the only valid additional pay/one-time payment is Work Related Earnings (an Allowance), which has to be approved by the Student Employment Office. Knowing the correct account(s), earnings codes, and dates are critical.

Note that you do not need to allocate at an earnings level if the earning can be charged to the default Cost Center account or the Worker Costing: Worker Position override described on page 2.

3) In the Worker Costing section, enter appropriate Effective Date.

4) In Position, click the prompt icon to select the appropriate position from the list. This list displays all the positions that you have access to.

5) In Earnings, click the prompt list to select Work Related Earnings.

6) Click OK. The Assign Costing Allocation page displays.

7) The Start Date defaults from the Effective Date previously entered.

8) Enter the End Date, as necessary.

   Note: If you do not indicate an End Date, this allocation will be applied to all future pay periods for that type of earning.

9) In the Costing Override field, enter the appropriate account(s). If known, type a portion of the account number into the search field to narrow your results.

Important Note: To see more detailed account numbers, click on the F2-Sub Object or the F3-Org Ref ID result list categories, both of which will show more pieces of the account number. Also note that you can search by parts of an account number: e.g., if your account begins with F25, you can type F25 in the search box and get the results of all of the F25 account numbers. Here is more information about KFS acct strings:

- chart code (two characters)
- object code (four characters)
- account (seven characters)
- sub-object code (optional, up to three characters)
- sub-account (optional, up to five characters)
- project code (Optional, not currently used)
- org ref ID (This free-form field is optional free-form field and uses up to eight characters.)
10) Enter the **Distribution Percent**.

- Click the green addition icon + to add another account if the position is split between accounts (include the other **Costing Override** account and **Distribution Percent**. The distribution amounts must equal 100%.)

- Click **Add** to define a separate allocation period – you can designate various costing definitions for specific pay periods. As one costing override ends, an added override begins, etc. If you do an override and the original change did not have an end date, you must add and end date before you submit.

  **Note**: If you do not indicate an End Date, this allocation will be applied to all future pay periods going forward. In addition, if you enter an End Date – it will revert back to the default.

8. Click **Submit**. The **Process Successfully Completed** page displays. No approval is needed.

**Other Costing: Position Restrictions level**

As student positions utilize the Headcount (HC) group model, costing at the **Position Restrictions** level happens infrequently. Note that any **Worker Costing** described in previous sections of this guide will supersede/override this **Other Costing** position restrictions level costing.

3) Leave all of the **Worker Costing** fields blank.
4) In the **Other Costing** section, enter appropriate **Effective Date**.

![Assign Costing Allocation](image)

**Important Note:** Determine the appropriate **Effective Date**. This field defaults to the current date, however, a best practice is to use the same date as the start date of a pay period. Allocations that fall within a pay period take effect for the **ENTIRE** period. In period overrides will take effect for the entire pay period. Please make appropriate % distributions based on this functionality.

5) In the **Position Restrictions** field, click the prompt icon to identify the appropriate organization/manager, and select the position.

6) Click **OK**. The **Assign Costing Allocation** page displays:

![Assign Costing Allocation](image)

7) The **Start Date** defaults from the Effective Date previously entered.

8) Enter the **End Date**, as necessary.

   **Note:** If you do not indicate an End Date, this allocation will be applied to all future pay periods going forward.

9) In the **Costing Override** field, choose from the list of accounts. If known, type a portion of the account number into the field to narrow your results.

**Important Note:** To see more detailed account numbers, click on the **F2- Sub Object** or the **F3-Org Ref ID** result list categories, both of which will show more pieces of the account number. Also note that you can search by parts of an account number: e.g., if your account begins with F25, you can type F25 in the search box and get the results of all of the F25 account numbers. Here is more information about KFS acct strings:

- chart code (two characters)
- account (seven characters)
- sub-account (optional, up to five characters)
- org ref ID (This free-form field is optional free-form field and uses up to eight characters.)
10) Enter the **Distribution Percent**.

- Click the green addition icon + to add another account if the position is split (Include the **Costing Override** account and **Distribution Percent**. The distribution amounts must equal 100%).

- Click **Add** to define a separate allocation period – you can designate various costing definitions for specific pay periods. As one costing override ends, an added override begins, etc. If you do an override and the original change did not have an end date, you must add and end date before you submit.

11) Click **Submit**. The **Process Successfully Completed** page displays. No approval is needed.