![workday. | VUMC BUSINESS EDUCATION]

Worker Costing Allocations (WCA)

In Workday, adding or changing distributions of an employee for **Allowance Plans** is done using the **Worker Costing Allocation** process. This process is similar to the Payroll Costing Allocation (PCA) process. WCAs are _only_ applicable for the following types of Allowance Plans:

- Academic Overload Allowance (AOL)
- Administrative Supplement (ADS)
- House Staff Supplement (HSS)
- Service Free Stipends (STP)

You must have the security role of Manager, Cost Center Manager, or Payroll Costing Initiator to create or edit a Costing Allocation in Workday.

Access Employee Information

1. Enter employee name or ID in the Search bar and click on employee record.

2. From the employee information screen, select **Pay.**

3. From the Pay tab, select the **Cost Allocations** tab.

Review Current Allocations

1. Expand **Default Organizational Assignments** to view the employee's default cost center.

2. Scroll down to view all allocations within the **Current and Future Costing Allocations** section.

3. Current distribution centers and percentages display. Note that no dollars display.

4. Use **View All Costing Allocations** to view historical allocations.

Worker Costing Allocation (WCA) - continued

Assign Worker Costing Allocation

1. Click **Maintain** on the Costing Allocations tab to display the **Assign Costing Allocation** window.

2. Use the **Include Existing Allocations** section to change the dates used to copy in order to create a new allocation. The default is today's date (current allocation).

3. For Allowance Plans, do **not** enter a Position.

4. Click the **Earning** text box to select or enter the employee's Allowance Plan.

5. Do **Not** use the **Position Restrictions Costing Section.** Leave blank.

6. Click **OK.**

Earning:

Enter one of the following Allowance Plans.

- Academic Overload Allowance (AOL)
- Administrative Supplement (ADS)
- House Staff Supplement (HSS)
- Service Free Stipends (STP)

Note: you can click and select from the list or Enter the 3-digit code for the plan above.

1 Maintain

Assign Costing Allocation

Please enter the employee's name in the Position Restrictions field to initiate the new costing allocation.

Include Existing Allocations 2

From   02/15/2023

To   MM/DD/YYYY

Worker Costing

Worker   × Anita Knapp (0123456) ···

Position 3 🚫

Earning   4

Position Restrictions Costing

Effective Date 5 02/🚫/2023

Position Restrictions

OK   Cancel
6

Worker Costing Allocation (WCA) - continued

Enter Costing Allocation

1. The **Earning** indicates this allocation is only for the type of earning selected in Step **4**, page 2.
2. Enter the **Start Date** of the allowance plan or the start of the current pay period.
3. If this allocation is for a specific period of time, you can enter the **End Date**. Leaving the **End Date** blank, will keep this allocation active for future allowance plans.
4. The Costing Allocation will display with the default organization assignment in the **Default** column.
5. Use the **+** or **-** to **add** or **remove** additional rows.
6. Add a **Costing Company**.
7. Changing any Driver Worktag (Grant, Gift, etc.) will update any Related Worktags.
8. Change any % allocations. Total must be 100%.
9. Click **Submit** to send for approval workflow.

Note: This allocation will not affect the Payroll Costing Allocation already in place. That allocation can be seen as a separate item.

Costing Criteria

Worker — Anita Knapp (0123456)

Position — P00016300 Manager Learning -

Earning — Administrative Supplement (ADS) ①

Include Existing Allocations

From — 06/19/2023 To (empty)

Copy Costing Allocation ☐

Start Date ★ 06/19/2023 📅 ②

End Date MM/DD/YYYY 📅 ③

⊕	Order	④ Default (As of Start Date)	Required with no Default (Must have Costing Override)	⑥ Costing Company	Grant	⑦ Gift	Cost Center	⑧ Distribution Percent	Salary Over the Cap
⑤ ⊕⊖	▼▼			✕ Vanderbilt University Medical Center ··· ☰	☰	☰	✕ CC00830 MC Learing Operations	56	
								44	
								100.00%	

Submit   **Save for Later**   **Cancel**
⑨