Salary Over the Cap for PCAs

Workday automatically calculates the portion of salary under and over salary cap when payroll is calculated. When completing a **Payroll Costing Allocation**, you can designate where the salary over the cap is assigned. This document will guide you through this process. You may identify a gift, project, program, VU Grant or cost center. If no source of funding or Salary Over the Cap Default is identified, Workday will still calculate salary over the cap and charge it to the employee's default cost center assignment.

 Refer to the **Research PCA** guide for Payroll Costing Allocation instructions.

Update Salary Over the Cap Default Costing Allocations

Default Costing Allocations for salary over the cap are displayed in the **Salary Over the Cap Default Costing Allocation Details** section. If there is not a Default Costing Allocation entered, Workday will still calculate salary over the cap and charge it to the employee's default cost center assignment.

The Salary over the Cap Default Costing Allocation is not an override. If there

The default may be added or updated at any time.

1. To enter the default source of funding to where the calculated salary over the cap should be charged, click the **+** to add a blank row.

2. Enter the Costing Company of Vanderbilt University Medical Center first. Next update your driver worktag, such as VU Grant, Gift, Project, Program or Cost Center.

⌄ Salary Over the Cap Default Costing Allocations

Use this grid to specify default allocations for Salary Over the Cap costing. To override the default Salary Over the Cap costing allocations, click the action button in the Salary Over the Cap column on the Costing Allocation Details grid and enter suballocation overrides. If you don't specify defaults on this grid or suballocation overrides from the Costing Allocation Details grid, then Workday uses the organizational defaults for payroll processing.

Salary Over the Cap Default Costing Allocation Details 1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift	Project	Program	Cos
⊕ ⊖ ▽ ▽		CARTS: CTRIM Research - Internal Funding - Miscellaneous Unrestricted Cost Center: CC03147 Vanderbilt Institute for Medicine and Public Health - AE Acad Research Admin Function Code: FC18018 Instruction and Departmental Research Fund: FD001 General Fund Operating Entity: OEAcad_RA Academic Department Research and Administration Service Line: SL999 Service Line Not Applicable	**2**	× Vanderbilt University Medical Center ⋯					

3. The driver worktag will update the related worktags. In this example, a Program worktag was entered.

⌄ Salary Over the Cap Default Costing Allocations

Use this grid to specify default allocations for Salary Over the Cap costing. To override the default Salary Over the Cap costing allocations, click the action button in the Salary Over the Cap column on the Costing Allocation Details grid and enter suballocation overrides. If you don't specify defaults on this grid or suballocation overrides from the Costing Allocation Details grid, then Workday uses the organizational defaults for payroll processing.

Salary Over the Cap Default Costing Allocation Details 1 item

	Program	Cost Center	*Fund	*Operating Entity	Assignee	Additional Worktags	*Distribution Percent
3	× PG000896 MED Internal Medicine DIV - CD Clin Research Admin - Suite B (3043650002) ⋯	× CC02879 Medicine - Internal Medicine Div - CD Clin Research Admin ⋯	× FD001 General Fund	OEClin_RA Clinical × Department Research and Administration ⋯		× CARTS: CTAAC Administrative - Administrative - Academic Function Code: FC21033 × Academic Support - Other Institutional Activities ⋯	100
							100.00%

Updates will be saved when you complete your Costing Allocation and click **Submit**.

Update the Funding Source in a PCA

Within the Costing Allocation section, any distribution charged to a grant where a sponsor-imposed salary cap is applicable will be indicated in the **Salary Over the Cap** columns. Workday automatically calculates the portion of salary under and over salary cap when payroll is calculated. Remember, if no source of funding or Salary Over the Cap Default is identified, Workday will still calculate salary over the cap and charge it to the employee's default cost center assignment.

NOTE: The salary over the cap tag is assigned to the award where the grant is attached. If there is no sponsor-imposed cap, no salary over the cap will be calculated.

1. To change the unique source of funding to where the calculated Salary Over the Cap should be charged, click the number, in this example, (1) . If the grant worktag is expired, the (1) will not appear because the award will not be charged when payroll processes.

You may also click on zero to add a funding source where the Salary Over the Cap is defaulting to the **Salary Over the Cap Default Costing Allocation.**
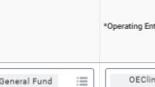
Zero indicates that the **Salary Over the Cap Default Costing Allocation** is the funding source for that row.

2. Upon opening the Salary Over the Cap, select the **minus sign** to remove the row and delete the incorrect worktag.

   Note: If your goal is to remove the unique Salary Over the Cap source and have the default fund the SOC instead, skip steps 3 and 4. When this is done, the Salary Over the Cap number displayed in the Costing Allocation section will be zero.

3. Select the **plus sign** to enter your new funding source for Salary Over the Cap.

4. Your Grant, Gift, Project and Program worktags should be entered first as these are your driver worktags. All related worktags will populate based on the driver worktag.

NOTE: VU Grants may be used as the Funding, or Costing, Source for Salary Over the Cap. They will be entered in the Grant column. This is the only GR worktag that may be used. If another GR worktag is entered, Workday will present you with an error message.

Scroll to the right to see all related worktags populated once the driver worktag is entered, which is a Program in this example.

5. Select **Done** when complete.

6. Confirm the PCA details are correct in the Costing Allocation section.
7. Enter a detailed **comment** about your changes.
8. Click **Submit**.

Costing Allocations

Costing Allocation Details   8 items

(+)	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company
(+) (−)	▼ ▼	Company: Vanderbilt University Medical Center		☰
(+) (−)	▲ ▼	Company: Vanderbilt University Medical Center		☰
(+) (−)	▲ ▼	Company: Vanderbilt University Medical Center		☰

enter your comment

Submit   Save for Later   Cancel

Your Payroll Costing Allocation with Salary Over the Cap is now submitted.

Questions? Email vumc.effort@vumc.org.