



Payroll Costing Allocations (PCA)

In Workday, adding or changing distributions of an employee for **current** or **future** pay periods is done using the **Costing Allocation** process. This process is similar to VUMC’s legacy EDC process previously completed in ePAC. You must have the security role of Manager or Payroll Costing Initiator to create or edit a Payroll Costing Allocation in Workday.

If your work is connected to research, refer to the [Research PCA Guide](#).

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.

Start Date	End Date	Costing Allocation Level	Position Restrictions
07/01/2022		Position Restrictions	P00052753 Manager Learning

CARTS: CTZZZ Other - Non-AE Center - Non-AE Center Cost Center: CC00830 MCA HR Learning Operations Function Code: FC23023 Institutional Support - General Administration Fund: FD001 General Fund Operating Entity: OEMCA Medical Center Administration	56.00%
CARTS: CTZZZ Other - Non-AE Center - Non-AE Center Cost Center: CC01826 MCA Revenue Cycle Analytics & Support Services Function Code: FC20545 VMG Fund: FD001 General Fund Operating Entity: OEMCA Medical Center Administration	44.00%



Payroll Costing Allocation (PCA) - continued

Assign 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. Do **Not** use the **Worker Costing Section**. Leave blank.
4. Enter the **Effective Date** for the new allocation. Note that this should be the start of the current or future pay period (or hire date for new hire). See additional details below.
5. Enter the employee's name in the **Position Restrictions** box. Note that you can also use the search.
6. Click **OK**.

Effective Date:

Must be start date of current or future pay period, or hire date

Current Pay Period:

Non-Exempt (hourly) - two-week pay period, click [here](#) for the pay calendar

Exempt—Current month

**For prior period adjustments (where payroll is completed), see Payroll Accounting Adjustment*

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

From 03/11/2025 2

To MM/DD/YYYY

Worker Costing 3

Worker

Position

Earning

Position Restrictions Costing

Effective Date 4 03/01/2025

Position Restrictions 5

Cancel

OK 6



Payroll Costing Allocation (PCA) - continued

Copy Existing Costing Allocation

- Two (2) tabs display, Proposed Costing Allocations and Existing Costing Allocations. You should be on the Proposed Costing Allocations tab.
 - The **Start Date** indicates the start date of the current allocation you are copying from.
 - Enter an **End Date** for the *current* allocation based on the Effective Date (top) entered in Step 4, page 2. (e.g. , if the effective date is 2/1 for the new allocation, the end date for the current allocation would be 1/31)
- Important:** Do **Not** check the copy box until after step #2
- Check the **Copy Costing Allocation** box to create a copy of the existing allocation.
 - Once copied, the Proposed Costing Allocation will show the current allocation with an end date, and the new copy with the effective start date.

Assign Costing Allocation

Please enter the employee's name in the [Position Restrictions](#) field

Costing Criteria

Effective Date 03/01/2025 ?

Position Restrictions P00017494 Manager - Anita Knapp (0123456)

Proposed Costing Allocations

Existing Costing Allocations

+ Add

10/01/2024 02/28/2025



Copy Costing Allocation

2 Start Date * 10/01/2024

3 End Date ? 02/28/2025

Proposed Costing Allocations

+ Add

Click here to sort

03/01/2025

10/01/2024

02/28/2025



Payroll Costing Allocation (PCA) - continued

Edit New Costing Allocation and Submit

1. Scroll down to the Costing Allocations Detail section.
2. Use the **+** or **-** to **add** or **remove** rows. Note that adding a row will load with the default Cost Center information.
3. Changing any Driver Worktag (Grant, Gift, etc.) will update any Related Worktags.
4. Change any % allocations. Total must be 100%.
5. Click **Submit** to send for approval workflow.

Costing Allocations 1

Costing Allocation Details 12 items

+ 2	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift 3	Project
+ -	▼ ▼			x Vanderbilt University Medical Center			
+ -	▲ ▼			x Vanderbilt University Medical Center	x		

Distribution Percent	Salary Over the Cap
56	
4 44	
100.00%	

5

Submit Save for Later Cancel



Payroll Costing Allocation (PCA) - continued

Salary Cap

- Any distribution charged to a grant where a sponsor imposed salary cap is applicable will be indicated in the column **Salary Over the Cap**. Workday automatically calculates the portion of salary under and over salary cap when payroll is calculated.

NOTE: The salary over the cap 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.
- Workday allows you to enter a Default Salary Cap Assignment that will be applied to any line that is not manually overridden with an entry.

NOTE: any allocation added at the line level will override the default allocation.
- Click the **+** in the **Salary Over the Cap Default Costing Allocations** to enter the default source of funding.
- To override the default source of funding, click the number **1**.

NOTE: If no source of funding is identified on the line item, Workday will still calculate salary over the cap and charge it to the default funding source (Identified with a **0**). If no default funding source is identified, Workday will charge it to the employee's default cost center assignment.

NOTE: Workday does not currently support use of grant worktags to pay salary over the cap costs; in the subprocess you must identify a gift, project, program or cost center. The corresponding related worktags will automatically populate.

Salary Over the Cap Default Costing Allocations **2**

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 0 Items

3	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Gift	Project	Program
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	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Cost Center	*Fund	*Operating Entity	Additional Worktags	Distribution Percent	1
				Vanderbilt University Medical Center	GR007019 4046000081 RHD103348-02:DEVELOPMENT OF A RELIABLE, VALID, AND SENSITIVE	CC03030 Pediatrics - Neurology Div - CD Acad Grants Gifts	FD004 Sponsored Program Fund	OEAcad_GG Academic Grants and Gifts	CARTS: CTRFG Research - Federal - Grant Function Code: FC19019 Sponsored Research	15	4
				Vanderbilt University Medical Center	GR006994 4046000153 RHD093181-02:NEUROBEHAVIORAL AND BIOCHEMICAL OUT	CC03030 Pediatrics - Neurology Div - CD Acad Grants Gifts	FD004 Sponsored Program Fund	OEAcad_GG Academic Grants and Gifts	CARTS: CTRFC Research - Federal - Contract Function Code: FC19019 Sponsored Research	1	

<p>1</p> <p>Grant Name 4046000081 RHD103348-02:DEVELOPMENT OF A RELIABLE, VALID, AND SENSITIVE</p> <p>Award Line Start Date 09/01/2020</p> <p>Award Line End Date 08/31/2023</p> <p>Award Name Development of a reliable, valid, and sensitive outcome measure in Rett syndrome</p> <p>Salary Over the Cap Type NIH Level II Salary Cap</p> <p>Cap Amount 203700</p>																																	
<p>1 Item</p> <table border="1"> <thead> <tr> <th></th> <th>Order</th> <th>Default (As of Start Date)</th> <th>Required with no Default (Must have Costing Override)</th> <th>Costing Company</th> <th>Cost Center</th> <th>Fund</th> <th>*Operating Entity</th> <th>*Assignee</th> <th>Additional Worktags</th> <th>Distribution Percent</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>Vanderbilt University Medical Center</td> <td>CC03151 Vanderbilt Kennedy Center - AE Acad Research Admin</td> <td>FD001 General Fund</td> <td>OEAcad_RA Academic Department Research and Administration</td> <td></td> <td>CARTS: CTRIB Research - Internal Funding - Base Allocation Function Code: FC18018 Instruction and Departmental Research</td> <td>100</td> </tr> </tbody> </table> <p>100.00%</p>													Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Cost Center	Fund	*Operating Entity	*Assignee	Additional Worktags	Distribution Percent					Vanderbilt University Medical Center	CC03151 Vanderbilt Kennedy Center - AE Acad Research Admin	FD001 General Fund	OEAcad_RA Academic Department Research and Administration		CARTS: CTRIB Research - Internal Funding - Base Allocation Function Code: FC18018 Instruction and Departmental Research	100
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For more detailed information on Salary Over the Cap and PCAs, see **WDRG-300 Salary Over the Cap**