



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, Cost Center Manager, or Payroll Costing Allocation Initiator to create or edit a Payroll Costing Allocation in Workday. For instructions specifically for research roles, 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.

The screenshot shows the Workday interface for accessing employee information. At the top, a search bar contains 'Anita Knapp (0123456)'. Below it, a search result card for Anita Knapp (0123456) is shown, with a green circle '1' next to the name. To the right, a vertical navigation menu for Anita Knapp (0123456) is displayed, with 'Pay' selected and a green circle '2' next to it. At the bottom, a horizontal tab bar shows 'Results' and 'Costing Allocations', with a green circle '3' next to 'Costing Allocations'.

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.

The screenshot shows the 'Default Organizational Assignments' section in Workday. A blue circle '1' is next to the section title. Below it, a table titled 'Current and Future Costing Allocations' is shown, with a blue circle '2' next to the table title. The table has columns for Start Date, End Date, Costing Allocation Level, and Position Restrictions. Below the table, two rows of allocation details are shown, with a blue circle '3' next to the first row. At the bottom, a button labeled 'View All Costing Allocations' is shown, with a blue circle '4' next to it.

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**.

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 📅

To 📅

Worker Costing 3

Worker ⋮

Position ⋮

Earning ⋮

Position Restrictions Costing

Effective Date 4 📅

Position Restrictions 5 ⋮

6 OK
Cancel

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*



Payroll Costing Allocation (PCA) - continued

Copy Existing Costing Allocation

1. The **Start Date** indicates the start date of the current allocation you are copying from.
2. 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

3. Check the **Copy Costing Allocation** box to create a copy of the existing allocation.

Edit New Costing Allocation and Submit

1. The Current Allocation will display with the new **Start Date**.
2. Leave the **End Date** blank.
3. Use the **+** or **-** to **add** or **remove** rows. Note that adding a row will load with the default Cost Center information.
4. Changing any Driver Worktag (Grant, Gift, etc.) will update any Related Worktags.
5. Change any % allocations. Total must be 100%.
6. Click **Submit** to send for approval workflow.

Costing Criteria

Effective Date 02/01/2023

Position Restrictions P00017494 Manager Learning - Anita Knapp (0123456)

Include Existing Allocations

From 02/15/2023 To (empty)

Copy Costing Allocation

Start Date * 02/24/2022

End Date 01/31/2023

Copy Costing Allocation

Start Date * 02/01/2023

End Date MM/DD/YYYY

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift	Cost Center
<input checked="" type="checkbox"/>				Vanderbilt University Medical Center			CC00830 MC Learning Operations

* Distribution Percent	Salary Over the Cap
56	
44	
100.00%	



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.

- To enter the source of funding to where the calculated salary over the cap should be charged, click the number **1**.

NOTE: If no source of funding is identified, Workday will still calculate salary over the cap and 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.

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	Salary Over the Cap
			x Vanderbilt University Medical Center	x GR007019 4046000081 RHD103348-02:DEVELOPMENT OF A RELIABLE, VALID, AND SENSITIVE	x CC03030 Pediatrics - Neurology Div - CD Acad Grants Gifts	x FD004 Sponsored Program Fund	x OEAcad_GG Academic Grants and Gifts	x CARTS: CTRFG Research - Federal - Grant x Function Code: FC19019 Sponsored Research	15	1
			x Vanderbilt University Medical Center	x GR006994 4046000153 RHD083181-02:NEUROBEHAVIORAL AND BIOCHEMICAL OUT	x CC03030 Pediatrics - Neurology Div - CD Acad Grants Gifts	x FD004 Sponsored Program Fund	x OEAcad_GG Academic Grants and Gifts	x CARTS: CTRFC Research - Federal - Contract x Function Code: FC19019 Sponsored Research	1	2

1

Grant Name 4046000081 RHD103348-02:DEVELOPMENT OF A RELIABLE, VALID, AND SENSITIVE

Award Line Start Date 09/01/2020

Award Line End Date 08/31/2023

Award Name Development of a reliable, valid, and sensitive outcome measure in Rett syndrome

Salary Over the Cap Type NIH Level II Salary Cap

Cap Amount 203700

1 item

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
			x Vanderbilt University Medical Center	x CC03151 Vanderbilt Kennedy Center - AE Acad Research Admin	x FD001 General Fund	x OEAcad_RA Academic Department Research and Administration		x CARTS: CTRIB Research - Internal Funding - Base Allocation x Function Code: FC18018 Instruction and Departmental Research	100

100.00%

For more detailed information on Salary Over the Cap and PCAs, see **WDRG-300 Salary Over the Cap**

QUESTIONS?

Please email BusinessEducation@vumc.org.