





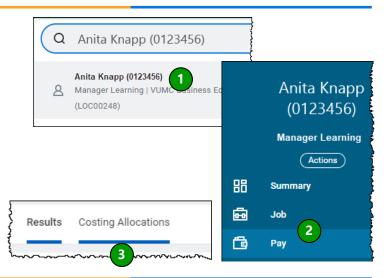
# **Payroll Costing Allocations (PCA) for Research**

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 not connected to research, refer to the non-research PCA guide.

### **Access Employee Information**

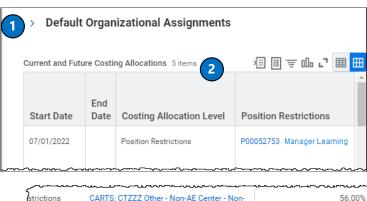
- Enter employee name or ID in the Search bar and click on employee record.
- 2. From the employee information screen, select **Pay.**
- From the Pay tab, select the Cost Allocations tab.

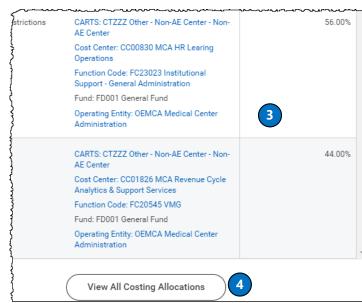


#### **View Current Allocations**

- Expand Default Organizational
   Assignments to view the employee's default cost center.
- Scroll down to view all allocations within the Current and Future Costing Allocations section.
- Current distribution centers and percentages display. Note that no dollars display.
- Use View All Costing Allocations to view historical allocations.

**Important**: Users may also so Worker Earning if the employee has an allowance plan. Ignore this section.





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In the example below, today is June 8th. The user is entering a Payroll Costing Allocation for the current pay period which starts June 1.

### **Assign Costing Allocation**

- 1. Click **Maintain** on the Costing Allocations tab to display the **Assign Costing Allocation** window.
- 2. In **Include Existing Allocations**, the default is today's date (current allocation). <u>If you are making a change to the current pay period only, do not change from the default date.</u> This section can be used to change the dates copied to an new 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 <u>start</u> of the current or future pay period (or hire date for new hire). See additional details below.
- 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 <u>start date</u> of current or future pay period, or hire date

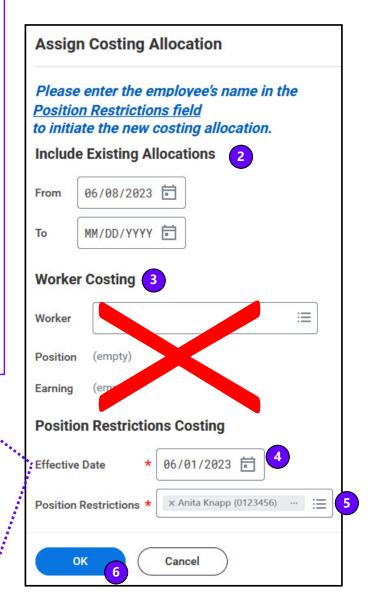
#### **Current Pay Period:**

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





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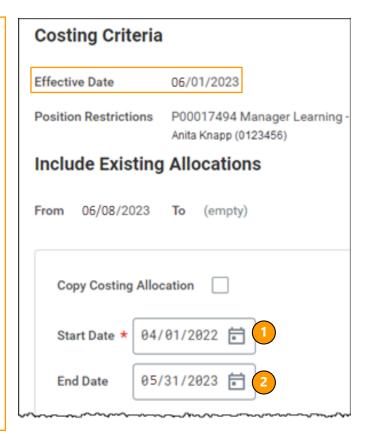


### **Copy Existing Costing Allocation**

- 1. The **Start Date** will default to the first day of the existing costing allocation.
- Enter an End Date for the current allocation based on the Effective Date (top) entered in Step 4, page 4.
   (e.g., if the effective date is 6/1 for the new allocation, the end date for the current allocation would be 5/31)
   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.
- 4. A blue check mark will briefly appear.

**Important:** Do <u>Not</u> click the check box more than once even though the blue check mark has disappeared.

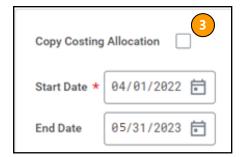
5. The start date has now been changed to the planned start date for the costing allocation you are creating.

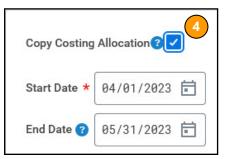


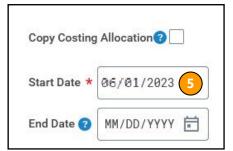
#### Note:

There are two PCAs on this screen: the top is the current period and below is the closed period that is being copied. The current pay period is the only one that should be edited. Do not make changes to the PCA dated 4/1-5/31. To change allocations in a closed pay period, you will need to complete a Payroll Accounting Adjustment.

If you change a closed period in this tool, it will not do anything.







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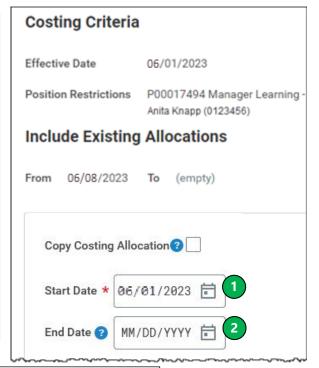


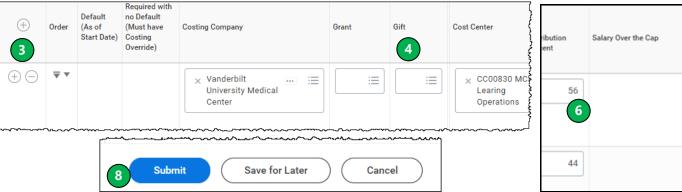


#### **Edit New Costing Allocation and Submit**

- 1. The **Current Allocation** section will display with the new **Start Date** (6/01/23 in this example).
- 2. Do not enter an end date.
- Use the + or to add or remove rows. Note that adding a row will load with the default Cost Center information.

Important: If you are adding a new funding source, add a new line. Do not make changes within an existing line for the new source. This will minimize the possibility of unintentional mismatching worktags. Starting with a new line and adding a driver worktag ensures that the related worktags populate correctly.





4. Changing any Driver Worktag (Grant, Gift, etc.) will update any Related Worktags.

**Important:** If you select an expired worktag, that % will charge to the employees default org assignment when payroll is processed and have to be corrected with a Payroll Accounting Adjustment.

- 5. Change any % allocations. Total must be 100%.
- 6. Double check that you have included all necessary worktags on each line. A grant must have a grant worktag, a program must have a program worktag, etc.
- 7. Include attachments and comments to clearly explain the change and to ensure it is not returned.

**Important:** If you are unsure about what you are changing, stop to get more information to ensure it is correct. The goal is to successfully submit the PCA the first time so that it moves through the workflow without additional delays and work for you!

8. Click **Submit** to send for approval workflow.

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### **Salary Cap**

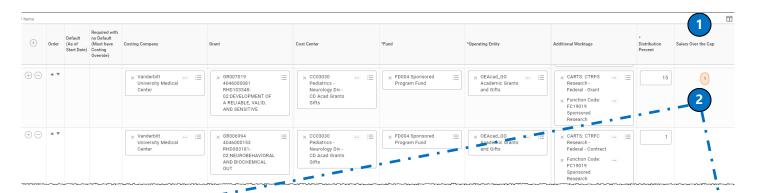
 Any distribution charged to a grant where a sponsor imposed salary cap is applicable will be indicated in the column Salary Over the Cap. Workday automatically calculates the portion of salary under and over salary cap when payroll is calculated.

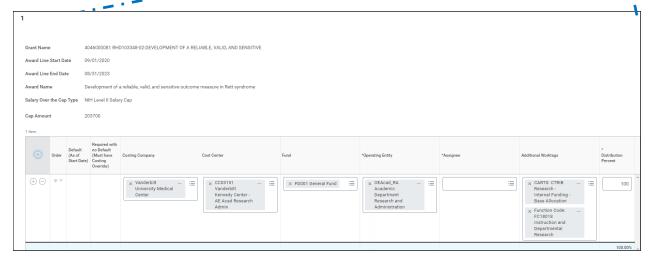
**Important:** The salary over the cap is assigned to the award where the grant is attached. If the employee's salary is not over the cap, no salary over the cap will be calculated. However, the will still appear.

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

**Important:** 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.

**Important:** 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. VU grants require the use of the program worktag in salary over the cap.





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