



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

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 detailed employee profile for Anita Knapp (0123456) is displayed, with a green circle '2' next to the 'Pay' tab. Below the search bar, a navigation bar shows 'Results' and 'Costing Allocations' tabs, with a green circle '3' next to 'Costing Allocations'.

View 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.

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

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 5 items. A blue circle '2' is next to the table title. The table has columns for Start Date, End Date, Costing Allocation Level, and Position Restrictions. The first row shows a start date of 07/01/2022, a cost center of CC00830 MCA HR Learning Operations, and position restrictions P00052753 Manager Learning. Below the table, a detailed view of a costing allocation is shown, with a blue circle '3' next to the percentage 56.00%. The details include: 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, and Operating Entity: OEMCA Medical Center Administration. Below this, another costing allocation is shown with a percentage of 44.00%, including details for Cost Center: CC01826 MCA Revenue Cycle Analytics & Support Services, Function Code: FC20545 VMG, Fund: FD001 General Fund, and Operating Entity: OEMCA Medical Center Administration. At the bottom, a button labeled 'View All Costing Allocations' is shown with a blue circle '4' next to it.



Payroll Costing Allocation (PCA) - continued

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). If you are making a change to the current pay period only, do not change from the default date. 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 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 06/08/2023

To MM/DD/YYYY

Worker Costing 3

Worker

Position (empty)

Earning (em

Position Restrictions Costing

Effective Date * 06/01/2023 4

Position Restrictions * x Anita Knapp (0123456) ... 5

OK 6

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** will default to the first day of the existing costing allocation.
2. 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 **Not** 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.

Costing Criteria

Effective Date 06/01/2023

Position Restrictions P00017494 Manager Learning - Anita Knapp (0123456)

Include Existing Allocations

From 06/08/2023 To (empty)

Copy Costing Allocation

Start Date * 04/01/2022 1

End Date 05/31/2023 2

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.

Copy Costing Allocation 3

Start Date * 04/01/2022

End Date 05/31/2023

Copy Costing Allocation 4

Start Date * 04/01/2023

End Date ? 05/31/2023

Copy Costing Allocation ?

Start Date * 06/01/2023 5

End Date ? MM/DD/YYYY



Payroll Costing Allocation (PCA) - continued

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.**
3. 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.

Costing Criteria

Effective Date 06/01/2023
Position Restrictions P00017494 Manager Learning - Anita Knapp (0123456)

Include Existing Allocations

From 06/08/2023 To (empty)

Copy Costing Allocation

Start Date * 06/01/2023 **1**

End Date **2**

3	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift 4	Cost Center
+ -	▼			x Vanderbilt University Medical Center			x CC00830 MC Learning Operations

Distribution Percent	Salary Over the Cap
56 6	
44	

8 **Submit** **Save for Later** **Cancel**

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.



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.

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 **1** will still appear.

- 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.

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
			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	1
			Vanderbilt University Medical Center	GR006994 4046000153 RHD083181-02: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	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
			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

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.