

Locating Costing Allocation Information on a Worker

This QRG shows how to locate the cost allocation on a worker, how to change the costing allocation, and how to run a costing allocation report.

Cost Allocation on an Worker

If a worker is required to have more than one Cost Center, those can be added through **Costing Allocations**.

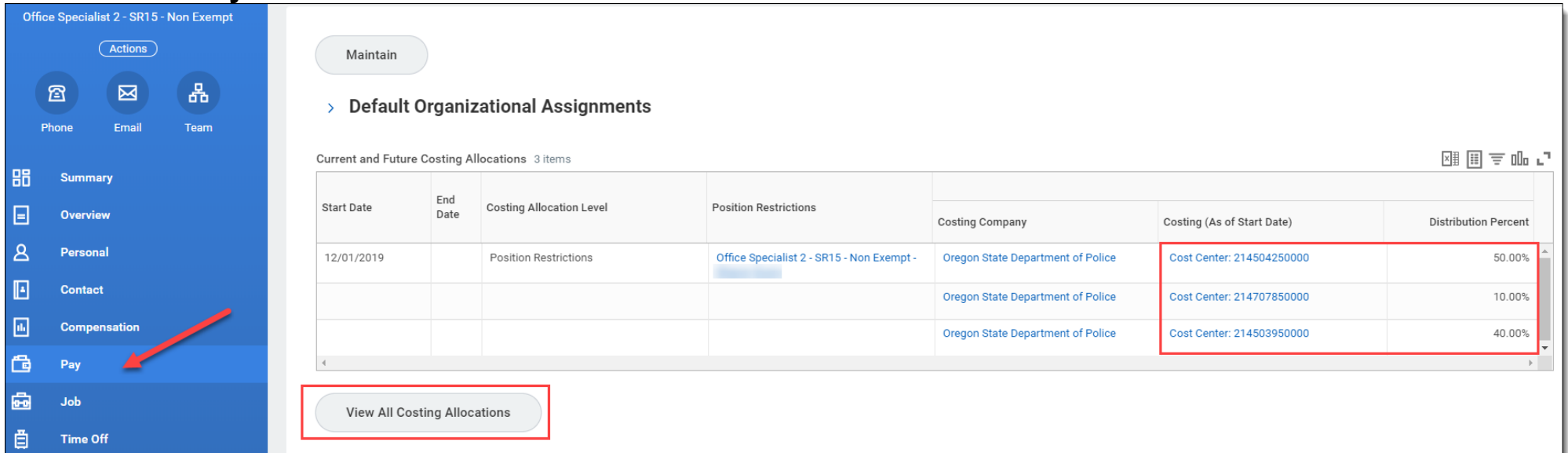
Costing Allocation is when the cost of a position is separated into multiple Cost Centers. Cost Centers are split out by a percentage equaling 100%.

Costing Allocations are assigned on the Position Restrictions, not on the worker.

Sample of Worker Costing Allocation:

To view *Costing Allocation* on an employee's position:

- Search for the employee
- Click on **Pay**



The screenshot displays the Workday interface for an employee named 'Office Specialist 2 - SR15 - Non Exempt'. The left sidebar shows navigation options, with 'Pay' highlighted by a red arrow. The main content area shows 'Default Organizational Assignments' and a table of 'Current and Future Costing Allocations' with 3 items. A red box highlights the 'View All Costing Allocations' button at the bottom. The table data is as follows:

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing Company	Costing (As of Start Date)	Distribution Percent
12/01/2019		Position Restrictions	Office Specialist 2 - SR15 - Non Exempt -	Oregon State Department of Police	Cost Center: 214504250000	50.00%
				Oregon State Department of Police	Cost Center: 214707850000	10.00%
				Oregon State Department of Police	Cost Center: 214503950000	40.00%

Changing the Costing Allocation Current Position



This task can be completed by the following roles: Position Analyst, HR Assistant, Organization Partner, and HR Partner. If the allocation is being applied to an employee's current position, follow the steps below. If the allocation is for an employee's prior position, or a position that has been vacant for an extended period, see pages 3 and 4 *Prior Position or Vacant at Biennium Change*.

Locate the worker by typing the name in the search bar.

From the worker's *Profile* page, click on the *Position*.

Job Details	
Employee ID	OR0
Organization	The People of Oregon >> Operations Division - DSL
Position	Principal Executive/Manager E - SR33 - Exempt
Business Title	Principal Executive/Manager E - SR33 - Exempt

Click on the related Action icon off the Position Restrictions (1). Hover over **Payroll** (2), and click on **Assign Costing Allocation** (3).

Supervisory Organization	Operations Division - DSL
Position Restrictions	Principal Executive/Manager E - SR33 - Exempt -  1
Organization Assignments	Company: Department of State Lands Cost Center: 21122000000 PERS Position Classification: General Service Qualifying Position Position Representation: Management Service - Supervisory
Worker	
Job Details	
Employee Type	Permanent
Job Profile	Principal Executive/Manager E - SR33 - Exempt
Job Title	Principal Executive/Manager E - SR33 - Exempt

Actions

- Position Restrictions >
- Additional Data >
- Business Process >
- Compensation >
- Favorite >
- Job Application >
- Job Change >
- Organization >
- Payroll** 2 >

Position Restriction

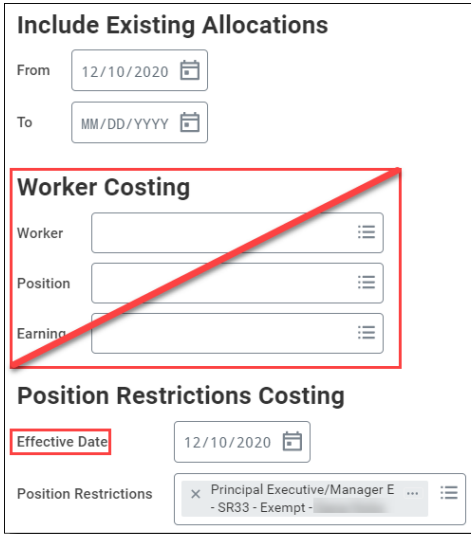
Principal Executive

Workers

Supervisory Organization

Filled Positions **Princip** 3

Enter the **Include Existing Allocations** effective date. This is the period allocations were in effect. Click **OK**. See “Continued” on next page.

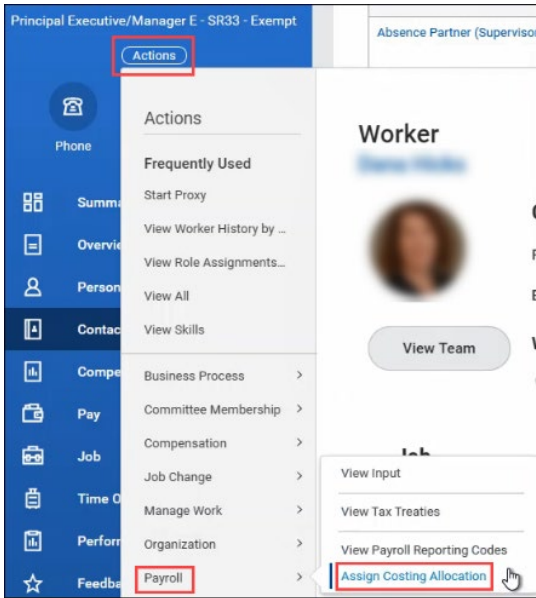


Do not use the *Worker Costing* field. It will not feed to payroll.

Use today's date if this is for the employee's current positions.

Prior Position or Vacant at Biennium Change

If the allocation is being applied to an employee's prior position, follow these steps.



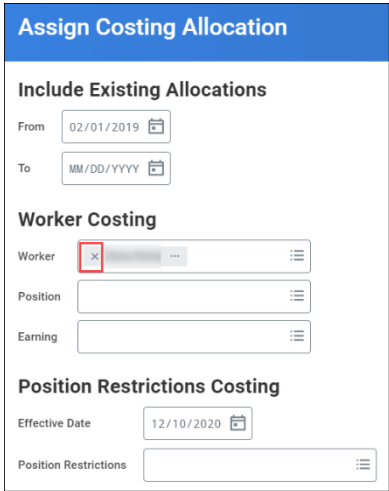
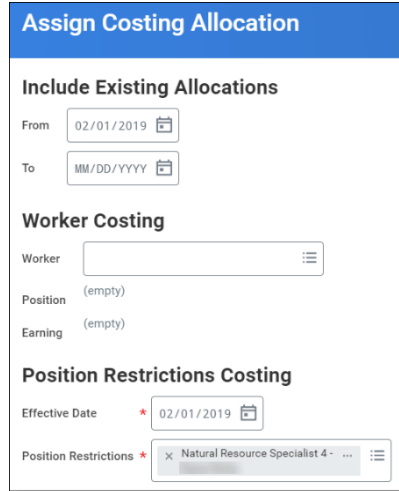
Locate the worker by typing the name in the search bar.

From the worker's *Profile* page, click on the related **Actions** button.

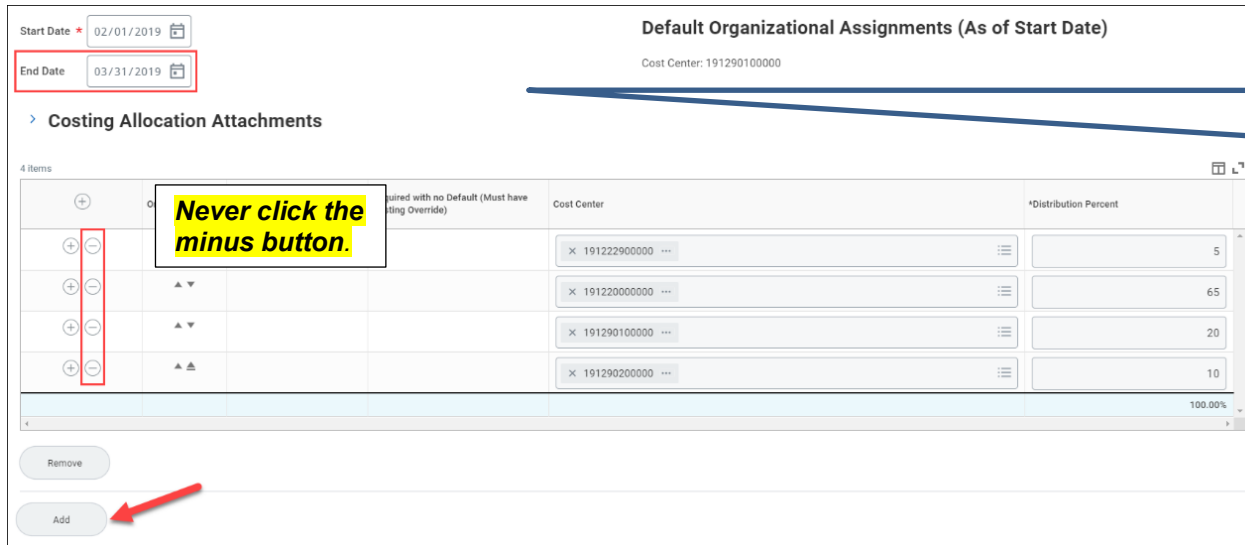
Hover over *Payroll* and click on **Assign Costing Allocation**.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](https://www.oregon.gov/learn). For system issues, please contact workday.help@oregon.gov

Enter the **Include Existing Allocations** effective date. This is the period allocations were in effect. Remove the worker's name from the *Worker Costing* section. Enter the **Effective Date** of the prior position that you are wanting to change. Type the worker name or OR number in the **Position Restrictions** field and press the enter key, which will fill in the worker's previous position. Click **OK**.

Continued: End a current Costing Allocation by choosing an **End Date**, or change an **End Date**. Do not click the minus button; this removes the history of the cost allocation.



Default Organizational Assignments (As of Start Date)				
Cost Center: 191290100000				
Costing Allocation Attachments				
4 Items				
		paired with no Default (Must have string Override)	Cost Center	*Distribution Percent
			X 191222900000 ...	5
			X 191220000000 ...	65
			X 191290100000 ...	20
			X 191290200000 ...	10
				100.00%

If there is not a prior costing allocation or if a previous one has already ended, just click *Add*.

Scroll down and click **Add**.

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Note: Only 4 active cost allocations will feed to payroll. When changing the default cost center on a position, be sure there is not a future effective date change on the worker. This will override the worker cost center change and will not feed to payroll.

In the new section, assign the **Start Date** and **End Date** as appropriate.

Create the new costing allocation by adding additional cost centers using the plus (+) icon on the left side of the table, then add the **Distribution Percent** to each cost center; the totals must equal 100%. Be mindful of crossing the biennium and selecting the correct accounting year (AY). Your effective dates and cost center numbers must coincide.


Copy Costing Allocation



Start Date * 04/01/2019 

End Date 05/31/2019 


Default Organizational Assignments (As of Start Date)
Cost Center: 191290100000


> Costing Allocation Attachments

2 items 

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center	*Distribution Percent
				x 191220000000 ...	50
				x 191290200000 ...	50
					100.00%


Copy Costing Allocation




Start Date * 05/01/2019 


End Date MM/DD/YYYY 

Default Organizational Assignments (As of Start Date)
Cost Center: 191853922621

> Costing Allocation Attachments

3 items 

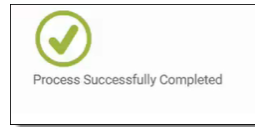
	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center	*Distribution Percent
				191238500000	25
				191237500000	25
		Cost Center: 191853922621		<input type="text"/>	50
					100.00%

Copy and paste 

If the default cost center is one of the splits, you must copy the default cost center number to this box.
Do not leave it blank.

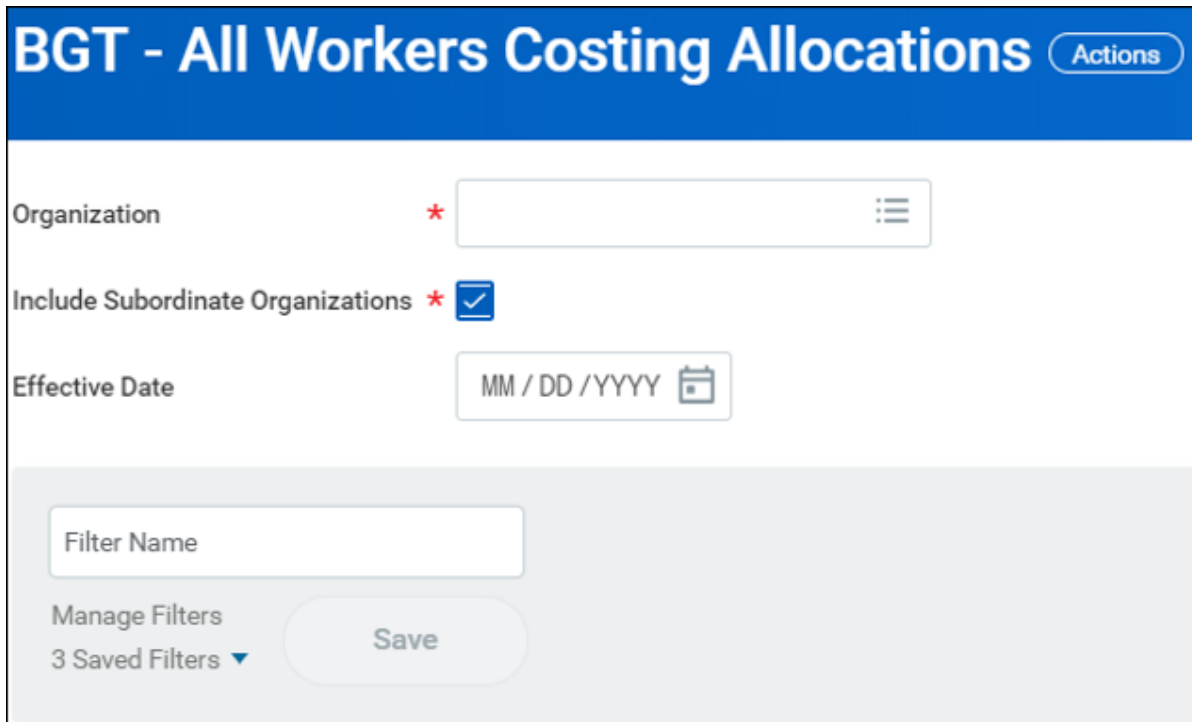
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Click **Submit** when finished.



Costing Allocation Report

If you need to see more than one worker at a time, search for and run the report below.



The screenshot shows a web form titled "BGT - All Workers Costing Allocations" with an "Actions" button. The form includes the following fields and controls:

- Organization**: A text input field with a red asterisk and a dropdown menu icon.
- Include Subordinate Organizations**: A checkbox with a red asterisk, currently checked.
- Effective Date**: A date input field with a calendar icon and the format "MM / DD / YYYY".
- Filter Name**: A text input field.
- Manage Filters**: A button with a dropdown arrow showing "3 Saved Filters".
- Save**: A button.

Organization field can be filled in by entering any of the following values:

- Agency Number - (example: 62900) or Company – (example: Forestry Department)
 - Returns Cost Center information on all positions within the Company; data will include budgeted positions, temps, volunteers, non-budgeted positions, etc.

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- Supervisory Organization – (example: Forests Field Support)
 - Returns Cost Center information on only the positions in that Supervisory Organization.
Note: If you type in the manager name, Workday will fill in the supervisory organization name of that manager (example: James Watkins will show the Forests Field Support supervisory organization).

Include Subordinate Organizations is automatically checked. It is recommended to keep this boxed checked.

A Checked Box:

- Will return a complete list of data from the organization level you choose and data from subordinate levels will appear in the report.
- However, choosing a higher organization level may produce much more data than needed and may take the report longer to run. The report can be filtered to include only the data needed and can also be exported to Excel where additional manipulation can occur.

An Unchecked Box:

- If the report was run from a higher organization level, data in lower organization levels will not appear in the report. Higher organization levels often do not hold the detail data and the report will return with a “No Data” message if the box is un-checked.

To view the report as of a date other than today’s date, fill in an *Effective Date*.

Click **OK**.