

## Job Aid | Assign Payroll Costing Allocation



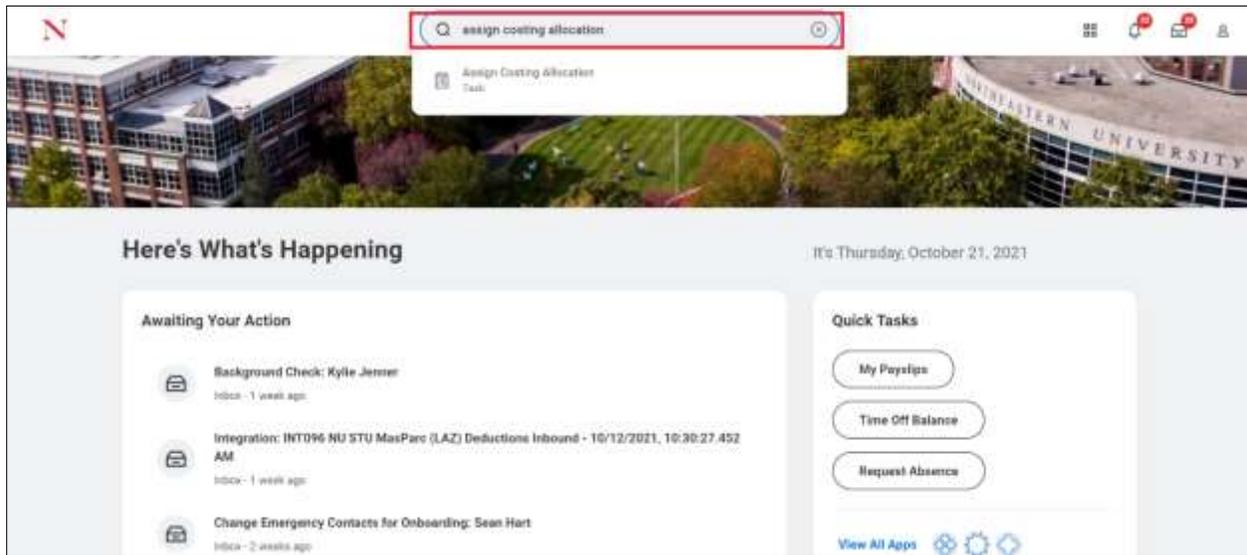
**Purpose:** When an employee is hired, they get a banner index to be charged to. If they need a costing allocation to change that, they will go through the PDC (pay distribution changes) process, where payroll can update the process.

This job aid shows payroll partners how to assign payroll costing allocation for an employee in Workday. Costing Allocation provides the flexibility to allocate all or a portion of a salary to be paid from a Cost Center other than the default. The Costing Allocation is also where you would identify payment from a grant fund.

Payroll Costs	Default Allocation	Are Allocations Managed by the Payroll Team?
Employee earnings belonging to the <b>Adds to Gross</b> or <b>Adds to Net</b> pay component group.	Allocated to the cost centers, projects, grants, and other organization types associated with the worker's supervisory organization.	Yes - The Cost Center Payroll Costing Specialist manages earnings through the <b>Assign Costing Allocation</b> task.
Employer-paid expenses  These are taxes and benefits that add to labor costs, but not to a worker's gross or net pay. They are identified as additional pay components or in additional pay component groups for the run category.	Charged to central costing allocations.	No - Only central users can adjust the costing allocation for employer-paid expenses.
Other deductions and net pay	Charged to central costing allocations.  Net pay is charged to the cost center of the worker; other worktags are central accounts.	No - Only central users can adjust the costing allocation for employer-paid expenses.

### Steps to assigning payroll costing allocation:

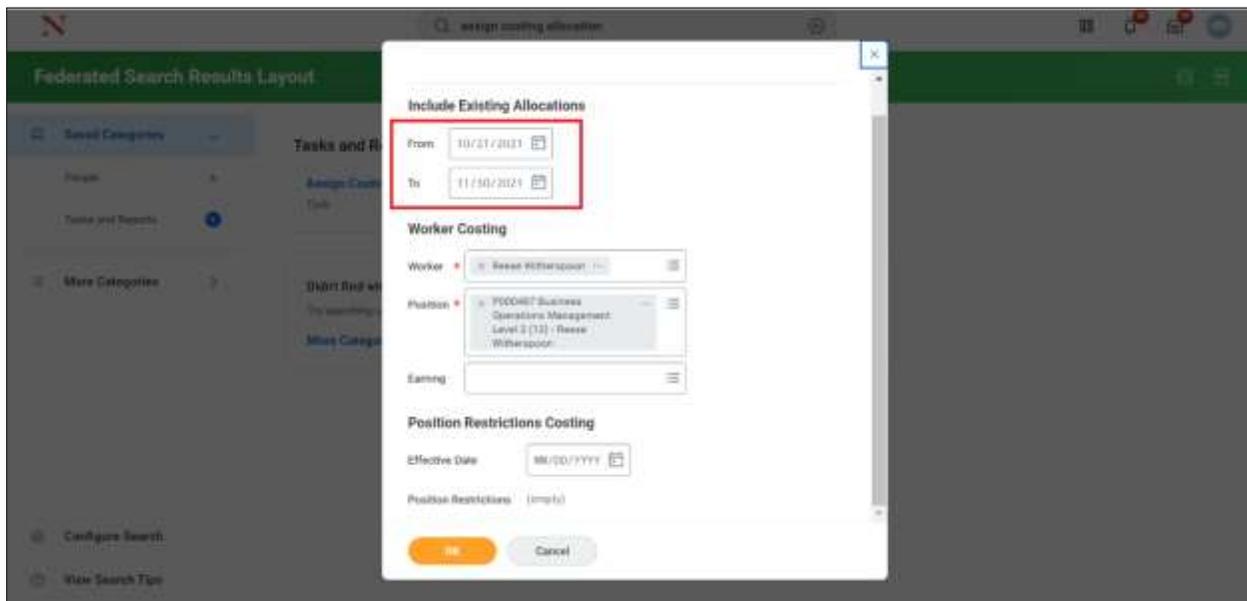
1. In the Workday search bar type, **assign costing allocation**.



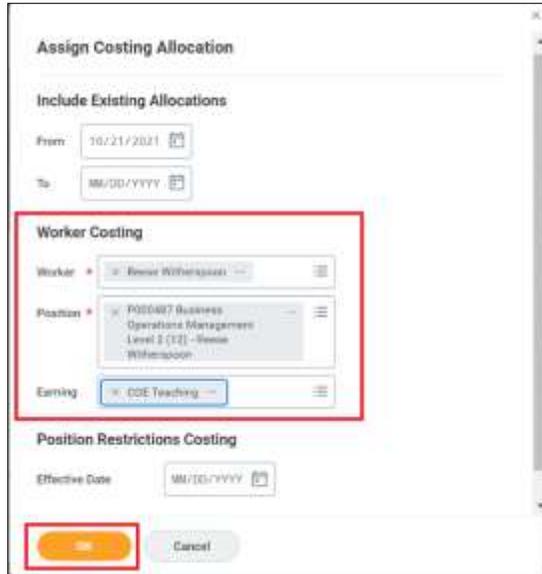
2. Click on the **Assign Costing Allocation** task.



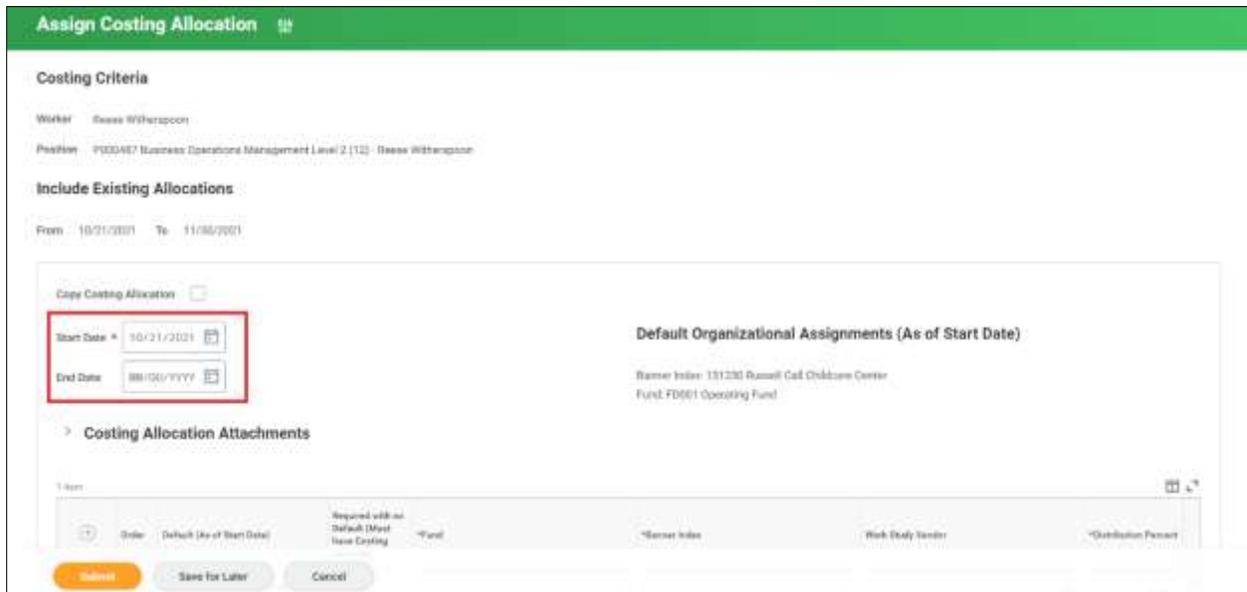
3. In the **Include Existing Allocations** section, enter the **From** and **To** date for the cost allocation.



- In the **Worker Costing** section, select the employee's name and the **Position** will be auto-populated. If the employee has any Earnings, it will be paid for by the default Organization Assignment. Click **OK**.



- In the **Include Existing Allocations** section, indicate the **Start Date** and **End Date** of the Allocation. If the Allocation is applicable for the entire term of service for the employee, leave End Date blank. Please note that if grant funds are used, the End Date must be indicated and match the end date of the grant.



- In the **Costing Allocation Attachments** section, enter the **Fund**, **Banner Index** and **Work Study Vendor** details. The **Distribution Percentage** is automatically updated to 100.

Copy Costing Allocation

Start Date: 10/21/2021

End Date: MM/DD/YYYY

**Default Organizational Assignments (As of Start Date)**

Banner Index: 131200 Russell Coll Childcare Center  
Fund: FD001 Operating Fund

> Costing Allocation Attachments

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Fund	*Banner Index	Work Study Vendor	*Distribution Percent
1	Banner Index: 131200 Russell Coll Childcare Center Fund: FD001 Operating Fund					100
						100.00%

Remove

Add

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7. If funding will be split between multiple sources, click at the left to add another row. Enter the **Fund**, **Banner Index** and **Work Study Vendor**.

> Costing Allocation Attachments

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Fund	*Banner Index	Work Study Vendor	*Distribution Percent
1	Banner Index: 131200 Russell Coll Childcare Center Fund: FD001 Operating Fund					75
2	Banner Index: 131200 Russell Coll Childcare Center Fund: FD001 Operating Fund					25
						100.00%

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8. **Distribution Percent** should auto-calculate; overall balance should always equal 100%. If a third allocation is needed, adjust the percentage, and add another row.

> Costing Allocation Attachments

3 items

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Fund	*Banner Index	Work Study Vendor	*Distribution Percent
1	Revenue Index: 121200 Research C&I ENHanced Center Fund: 10000 Operating Fund		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="75"/>
2	Revenue Index: 121200 Research C&I ENHanced Center Fund: 10000 Operating Fund		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="25"/>
						100.00%

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9. Add any **comments** if required and click **Submit**.

enter your comment

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**Result:**

You have completed the steps to assign a payroll costing allocation in Workday.