

# Costing Allocations for Hourly Contracts

In this example, an additional part-time job is added for a contractual worker effective October 1, 2024. The contract end date is June 30<sup>th</sup>, 2024.

The initiator is prompted to create costing allocations. Here's the screen you see when the task appears in your Workday MyTasks inbox. **Whenever you see this page, please do not hit Submit without creating a valid allocation.**

**Assign Costing Allocation for Add Job**

**Event Details**

Event Costing Allocation for Start Additional Job: Alice Gardner  
Effective Date 10/01/2024

**Include Existing Allocations**

From 10/01/2024 To MM/DD/YYYY Refresh Costing Allocation Data

**Costing Allocation Details**

Costing Allocation Level \* select one  
Earning (empty)

Add

enter your comment

Submit Save for Later Cancel

Step 1A: Always choose **Worker and Position**. Never try to limit the allocation to an Earning code as the worker could receive additional earnings through payroll. Click **Add**.

**Assign Costing Allocation for Add Job**

**Event Details**

Event Costing Allocation for Start Additional Job: Alice Gardner  
Effective Date 10/01/2024

**Include Existing Allocations**

From 10/01/2024 To MM/DD/YYYY Refresh Costing Allocation Data

**Costing Allocation Details**

Costing Allocation Level \* Worker and Position  
Earning (empty)

Add

enter your comment

Submit Save for Later Cancel

Step 2:

Determine the pay period the Contract end date falls into. For the Contractual group, June 30<sup>th</sup> 2025 is contained in the pay period 06-18-2025/07-01-2025.

Ask your payroll team to provide you with the Payroll Period schedule and keep it handy.

Q	14	06/18/2025	07/01/2025	07/09/2025
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On the next page, start your costing allocation with the first day of the contract **even if you are creating a post-dated entry and the Pay period containing the Start date is already in the past.** Workers can and will input their time with the retro dates going back to the contract Start date and you need to cover the entire duration of the contract.

Step 3

- a. Set Start date and End Date
- b. Enter a USource or a Grant – it will pull all other related worktags. **Do not change or delete them**
- c. Submit your allocation

Copy Costing Allocation

Start Date 18/01/2024

End Date 07/01/2025

> Costing Allocation Attachments

Costing Allocation Details 1 Item

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	USource	Grant	Project	Gift	*Additional Worktags	* Distribution Percent
			US280032 UBALT   CPA   CPA - Administration				Cost Center: CC280010 UBALT   CPA   CPA - Administration Fund: FD4010 Unrestricted Education and General - State Support NAACUBO Function Code: NF0403 Academic Support Administration	100

100.00

Submit

Save for Later

Cancel

# Setting Up Period Activity Pay for Regular Employees

When you create a Period Activity Pay costing allocation, **always use the Pay Period End date containing the Contract End date for your costing allocation.**

Here's an example of a Costing allocation set up on a Period Activity Pay for a Regular employee: the contract lasts from 8/21/2024 to 12/04/2024

In the first scenario, the costing allocation stretches just up to the end of the contract

The screenshot displays a costing allocation setup form. Key fields include:

- Activity Dates:** Start Date: 08/21/2024, End Date: 12/04/2024.
- Compensation:** Total Amount: 4,635.00.
- Units:** Assigned Unit Rate: 4,635.00.
- Reportable Hours:** Total Service Hours for Activity Period: 302.80.
- Weeks in Activity Period:** 15.14.
- Payments:** Start Date: 08/21/2024, End Date: 12/04/2024.

Here is how it looks on the employee level:

The screenshot shows the employee level costing allocation setup. The table below is highlighted with a red box:

Start Date	End Date	Costing Allocation Level	Position	Costing Company	Costing (As of Start Date)	Distr
08/21/2024	12/04/2024	Worker Position Period-Activity	P202480 Graduate Asst - TA - Amanda Chew (+)	U/M29 Salisbury University (SU)	Cost Center: CC290021 SU   PRES   Athletics Detail Code: DC00001 Contractual Pay Fund: FD4031 Unrestricted Auxiliary - Intercollegiate Athletics Location: SU Main NACUBO Function Code: NF0800 Auxiliary Enterprises USource: US290477 SU   PRES   Athletics   Game Day Administration	

However, the Pay Period containing December 4<sup>th</sup> is Dec 10, 2024, and none of the employee's fringe expense elements (taxes and benefits) will be covered in the last Pay Period. Payroll Accounting and Financial Reporting specialists will need to duplicate the costing at the Worker record.

Period	Period Number	Period Start Date	Period End Date	Payroll Payment Date
🔍	26	11/27/2024	12/10/2024	12/18/2024

**This is how the Period Activity Pay should be set:** the Payment End Date now aligns with the Pay Period End Date.

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity * 04.2 - Graduate Teaching Task Comment Update USource to US290244	Start Date * 08/21/2024 End Date * 12/04/2024 Use as Payment Date Range <input type="checkbox"/> Weeks in Activity Period 15.14	Work Hours Per Week 20 Work Hours Per Activity Period 0 Weekly Service Hours 20 Suggested Weekly Service Hours 20.00 Total Service Hours for Activity Period 302.80	Unit Type Activity Quantity * 1 Default Quantity 0 Assigned Unit Rate * 4,635.00 Default Unit Rate 0.00	Total Amount * 4,635.00 Currency USD Costing Overrides <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="background-color: orange; border-radius: 50%; padding: 2px;">1</span> </div>	Start Date 08/21/2024 <div style="border: 1px solid red; padding: 2px; display: inline-block;">             End Date              12/10/2024           </div> <input type="checkbox"/> Do Not Pay Customize 9 Payments Customized <input type="checkbox"/> Remaining Balance 2,575.00 Paid to Date 2,060.00 USD 134.56 Work Hours

Payments

Start Date  
08/21/2024

End Date  
 12/10/2024

Do Not Pay

Customize 9 Payments

Customized

Click on the Costing Override bubble and on the pop-up page:

- a. Enter a Driver Worktag (a USource or a Grant)
- b. Do not override or remove any related worktags that will appear in the Additional Worktags
- c. Enter the Contractual Detail Code
- d. Click Submit

1 Item

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Detail Code	USource	Grant	Project	Gift	**Additional Worktags
	Location: SU Main		x DC00001 Contractual Pay	x US290244 SU   PRES   Athletics   Administration- Athletics				<ul style="list-style-type: none"> <li>x Cost Center: CC290021 SU   PRES   Athletics</li> <li>x Fund: FD4031 Unrestricted Auxiliary - Intercollegiate Athletics</li> <li>x Institution Specific Worktags: IW00003 SU Specific Worktags</li> <li>x NACUBO Function Code: NF0800 Auxiliary Enterprises</li> </ul>

Done Cancel

Submit

Save for Later

Cancel

Now, the Costing Allocation will fully cover the employee's last payroll.

Maintain

> Default Organizational Assignments

Current and Future Costing Allocations 1 Item

Start Date	End Date	Costing Allocation Level	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
08/21/2024	12/10/2024	Worker Position Period-Activity	P202480 Graduate Asst - TA - Amanda Chew (+)	UM29 Salisbury University (SU)	Cost Center: CC290021 SU   PRES   Athletics Detail Code: DC00001 Contractual Pay Fund: FD4031 Unrestricted Auxiliary - Intercollegiate Athletics Location: SU Main NACUBO Function Code: NF0800 Auxiliary Enterprises USource: US290477 SU   PRES   Athletics   Game Day Administration	100.00%

View All Costing Allocations

