Assign Costing Allocation: Federal Work Study
Quick Reference Guide

Assign Costing Allocation: Federal Work Study Overview

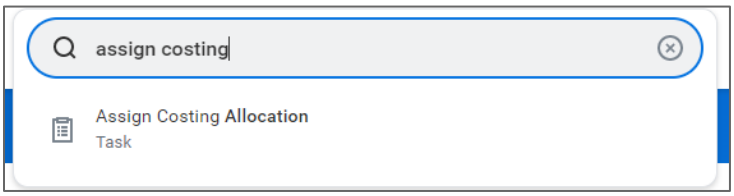
This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Managers** and **Payroll Costing Specialists** through the Assign Costing Allocation task *when the costing allocation involves a Federal Work Study (FWS) award*.

NOTE	When assigning or managing costing allocations **other than** Federal Work Study, refer to the following Quick Reference Guide: Assign Costing Allocation

Assign a Worker Positon Costing Allocation for FWS Award

On the Workday **Home** screen:

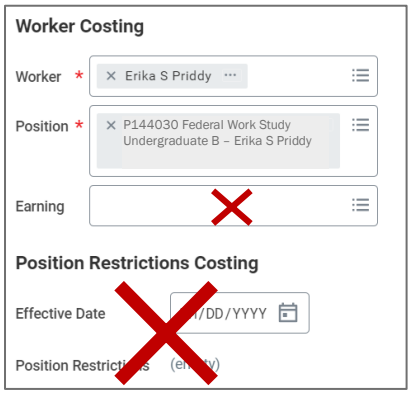
1. Type **Assign Costing Allocation** in the search field.
2. Select **Assign Costing Allocation** task from the **Search Results**.



In the **Assign Costing Allocation** window:

3. Scroll to the **Include Existing Allocations** section:
   a) Select **From** and **To** dates, as desired (these dates will determine which existing or previous Costing Allocations display):
      - **From:** Defaults to today's date. Leave as-is unless you wish to pull previous costing allocations for review.
      - **To:** Leave blank unless you wish to limit the existing allocations for inclusion.

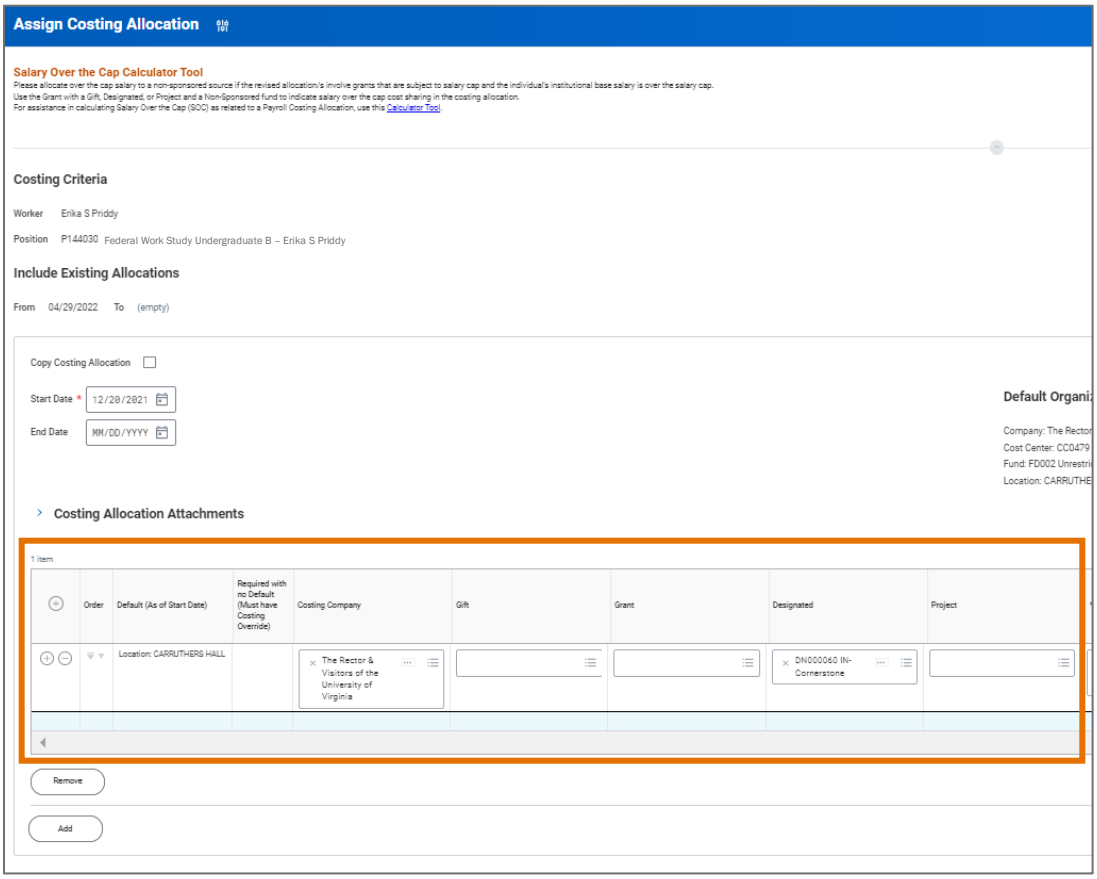
4. Complete following fields in the **Worker Costing** section.
   - **Worker** – Select the worker for whom to assign or edit the costing allocation.
   - **Position** – This field will auto-populate with the *primary position*. Ensure that you select the worker's Federal Work Study Position.
   - **Earning** – Leave blank. You will accomplish this step later, when setting up a Worker Position Earning Costing Allocation for the FWS Overage.



5. Leave the **Position Restrictions** section blank.

6. Select **OK** to proceed.

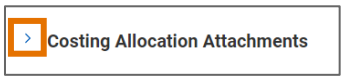
7. After selecting OK, a new **Assign Costing Allocation** screen will display:



Depending on whether there are existing costing allocations in place and what was selected in the **Include Existing Costing Allocations** section of the previous screen, other costing allocations may appear in the table.

- If no current costing allocation is in place, proceed to Step 8.
- If there is/are current costing allocation(s) in place, and you want to modify or add a costing allocation, proceed to Step 9.

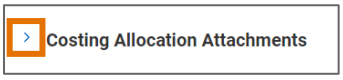
8. Begin a new costing allocation:
   a) **Copy Costing Allocation** – Leave box unchecked.
   b) **Start Date** – Will auto-populate to today's date. Edit this field to indicate the date the Costing Allocation is to take effect.
   c) **End Date** – Required only if a Grant worktag will be used in the Costing Allocation or you will be assigning subsequent future-dated costing allocations. Otherwise, the Costing Allocation can be left open-ended.
   d) **Costing Allocation Attachments** (optional) – Select the (**>**) icon to enable attachment of any relevant documents. Drag and drop the file to the field or select "**Select files**" to navigate local documents.



   e) Proceed to Step 10.

9. Modify or add a costing allocation:
   a) **End Date** the existing costing allocation. Enter or modify an End Date that is *before* your new allocation Start Date.
   b) Copy existing allocation table **or** create a new one:
      - Check the box next to **Copy Costing Allocation** if the new allocation will use any of the same lines or worktags as the existing allocation**.** This will save you from having to re-key all data fields.
        OR
      - Select the **Add** button to add a new table.

   c) **On the NEW allocation table** (the one with today's date in the Start Date and no End Date), enter:
      - **Start Date** – Will auto-populate to today's date. Edit this field to indicate the date the Costing Allocation is to take effect.
        Note: Any error(s) that appeared regarding "costing allocation interval dates" should clear after you update the Start Date.
      - **End Date** – Required only if a Grant worktag will be used in the Costing Allocation or you will be assigning subsequent future-dated costing allocations.
      - **Costing Allocation Attachments** (optional) – Select the (**>**) icon to enable attachment of any relevant documents. Drag and drop the file to the field or select "**Select files**" to navigate local documents.



   d) Proceed to Step 10.

NOTE	While the system will allow for users to "update" Costing Allocations using the steps below, this overwrites the existing allocation, making tracking in reports difficult. **The best practice is to end-date the existing allocation and then assign a new allocation, as outlined above.** **To update an existing allocation (ONLY if a payroll period has <u>not</u> posted for this allocation):** ○ Select the allocation table to be updated. ○ Edit desired worktags (See Step 10 for required fields) ○ Use plus/minus buttons to add or remove rows, if desired. ○ Update distribution percent, if desired. The distribution percent total must add up to 100%. *Entering or correcting a costing allocation for a pay period that has already processed does NOT automatically reallocate pay. A Payroll Accounting Adjustment Specialist will need to create a Payroll Accounting Adjustment.*

10. Complete the following fields for new or added allocations:
    - In the **Grant** worktag field, enter your FWS Grant. Fund, Function, and Additional Worktags should auto-populate.
    - **Cost Center** – The Cost Center will not automatically populate for FWS Grants. Please enter the impacted cost center.
    - **Distribution Percent** – The Distribution Percent field is used to identify how much of each line will be applied toward the final costing allocation. The distribution percent total must add up to 100% and must be entered in percentages. In allocations where the distribution is split, each line must have a percentage identified.

NOTE	Typically, the distribution split will be 75% on Work Study and 25% on Departmental Funds.
	An FWS Grant cannot be used on a costing Allocation for a student whose position is not in the Work Study Job Family in HCM.
	There are certain job profiles that will allow for FWS allocations to be set up at 100% or 50% (Ex. "America Reads" or "Community Work Study for Profit"). If the worker has not been set up in HCM as this specific job profile, the appropriate spend category **will not** be used even if the costing is allocated that way.

11. Select the (+) icon to assign an additional costing allocation to split the pay between Work Study and Departmental funds. To remove a costing allocation line, select the (-) icon.

    For each added line, repeat Step 10, ensuring proper split of distribution percentages.

12. Enter a **Comment** (required) – include details about why this Costing Allocation is being keyed for audit trail purposes.

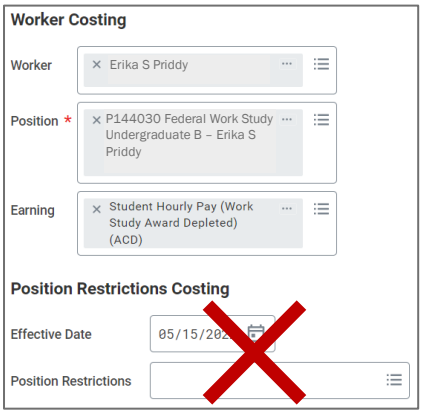
13. Select **Submit.**
    Errors, if any, will be displayed and must be corrected before the process is complete. Selecting Cancel will delete all activity keyed during the session.

    *The task will route to FWS Specialist for approval. Once approved, you will receive an inbox To-Do item to **"Assign Worker Position Earning Costing Allocation for any AWS Overage."** This will ensure any overspend posts to your Cost Center's FDM string.*

From your inbox **To-Do** item, or by starting at the beginning of this procedure:

14. **Assign Worker Position Earning Costing Allocation.**
    Repeat **Steps 1-13** with the following selections:

    At **Step 4**:
    - Ensure you select the worker's Federal Work Study Position
    - **Do not** leave the Earnings field blank. Populate the Earnings field with "Student Hourly Pay (Work Study Award Depleted) (ACD)" or "Student Hourly Pay (AY Work Study Award Depleted) (Wise)"



    At **Step 8/9:**
    - Select the same **Start Date** as your original FWS costing allocation.
    - Select the same **End Date** as your original FWS costing allocation – recommended.

NOTE	Unlike the Worker Position Costing Allocation, this end-date can be left open (unless the student will be funded by another Grant), in case the student remains on the FWS Position and continues to get paid from depleted funds. However, it is best practice to move students to a student work position in the Summer if the student will continue to work.

    At **Step 10:**

    - Select desired **Gift, Grant, Designated** or **Project.** Upon selection, **Fund, Cost Center, Function, and Additional Worktags** may auto-populate.

- **Cost Center** – If a **Gift**, **Grant**, **Designated**, or **Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- **Function** - If a **Gift**, **Grant**, **Designated**, or **Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- **Distribution Percent** – Defaults to 100% on the first line created. Change if needed.

At **Step 11:**

- Add an allocation if you need to split out the departmental funding, ensuring proper split of distribution percentages.

You have successfully completed this task.