

Cost Allocation Reminders

Always cover full current pay period. Workday aggregates the pay owed to the employee over the entire pay period.

Example: If a monthly employee's term starts on 8/16 and the cost allocation only covers from 8/16 - 8/31, the pay will be funded partially by the cost allocation for the worker position (8/16- 8/31) and partially by the position restriction because 8/1-1/15 isn't covered by the cost allocation.

DO NOT forward date cost allocations

Never leave research accounts open ended (28-4xxxxx & 28-5xxxxx)

For Biweekly, DO NOT submit new pay period cost allocations until payroll settlement has completed for the prior payroll UNLESS you cover funding for previous pay period as well

NEVER place POSITION RESTRICTION cost allocations on research accounts (28-4xxxxx or 28-5xxxxx)

NEVER submit cost allocations on inactive accounts

Part 12 accounts should have a cost center and a project

Position Restriction cost allocations on clearing accounts should be open ended.

Cost Allocations DO NOT drive payroll. Omissions or extensions of cost allocations do not cancel payroll or extend payment. There MUST be an active Annual Work Period, Disbursement Period and Compensation Period in order for an employee to be paid.

Clean up your cost allocation lines. There is no need to keep prior year funding on your cost allocations. It only causes confusion and is not an adequate record of pay history.

Only one cost allocation per type is ever active at one time. Each new cost allocation overrides the previous one.

Cost allocations for employees should be WORKER POSITION, NOT Worker Position Earning.

FAMIS has indicated the preference when submitting a new cost allocation is to end date the prior cost allocation subset, then add a new funding subset as opposed to changing the source lines altogether.

All faculty and staff should have an open ended source line for the following fiscal year for budget purposes. This open ended source line cannot be a research account.