Cost Allocation Reminders

Always cover current pay period

DO NOT forward date cost allocations

Never leave research accounts open ended (28-4xxxx & 28-5xxxx)
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 positions on research accounts (28-4xxxx or 28-5xxxx)

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 all past 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.