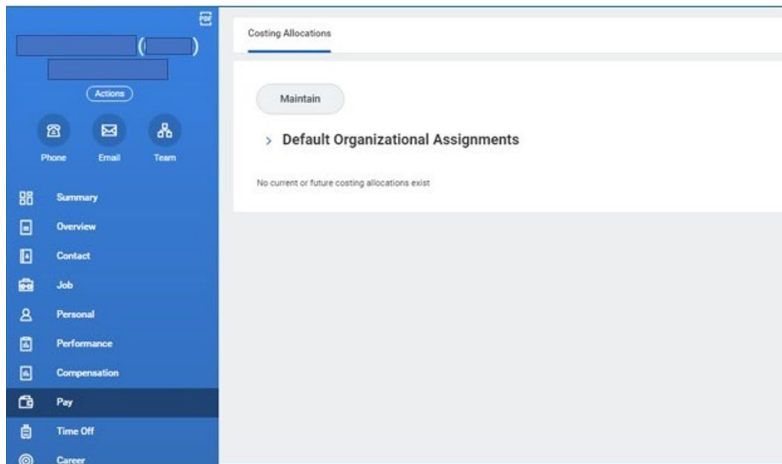# Managers: Costing Allocations

Costing allocations are maintained for workers in Workday through the Assign Costing Allocations task. All workers whose time is frequently compensated through multiple cost centers would have appropriate costing allocations set up in Workday. Workday needs to know how to allocate 100% of a worker's pay, therefore **all the costing information for a given time period need to total 100%**.

ALLOCATE YOUR WORKER'S PAY

From the worker's profile:

1. Click on **PAY.**

2. Click **Maintain** to create a new costing allocation. Worker's name should default in.

The Worker Costing section offers multiple types of costing allocations: Worker, Worker Position, Worker Earning. Worker Earning allocations are not commonly used.

3. If the worker has multiple positions and only one position should be split, enter Worker and the applicable Position. Otherwise, accept the defaults and click **OK.**
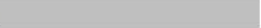
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Managers: Costing Allocations

ADD COSTING ALLOCATIONS

1. Enter the **Start Date.** Using a Start Date at the beginning of the pay period is best practice.

2. Click on the ⊕ to insert a new row.

3. Enter the Cost Center and adjust Distribution Percent on each row. The total Distribution Percent should equal no more than 100%.

4. If applicable, enter Costing Company that relates to Cost Center.

5. Click **Submit.**

Assign Costing Allocation ⥮

Costing Criteria

Worker ▓▓▓▓▓▓▓▓▓

Include Existing Allocations

From 12/27/2023   To   (empty)

Copy Costing Allocation ☐

Start Date * 12/27/2023 📅

End Date   MM/DD/YYYY 📅

Default Organizational Assignments (As of Start Date)

Company: GC Geisinger Clinic
Cost Center: 1848 System Pharmacy Support Services GC

> **Costing Allocation Attachments**

2 items

⊕	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Gift	Grant	Project	Fund	Cost Center	Program	Distribution Percent	Salary Over the Cap
⊕⊖	▼ ▼	Company: GC Geisinger Clinic		Search ☰	☰	☰	☰	☰	✕ 1848 System Pharmacy Support Services GC ··· ☰	☰	50	▲
⊕⊖	▲ ▼			✕ GMC Geisinger Medical Center ··· ☰	☰	☰	☰	☰	✕ 1319 Pharmacy Inpatient GMC ··· ☰	☰	50	

Managers: Costing Allocations

TO STOP A COSTING ALLOCATION:

From the worker's profile:

1. Click on **Pay** and notice the existing allocation.
2. Click **Maintain**.
3. Enter any applicable fields that appear on the existing allocation and click **OK**.
4. If you don't see the existing allocation shown, go back to the previous screen and fill in all the applicable information that appears on the existing allocation (such as Position).
5. Enter the **End Date**. The End Date is what you want to set as the last day for the allocation. Ideally, this is at the end of a pay period.
6. If a new allocation is needed, click the **Add** button to enter using a Start Date *of the day after* the End Date on the previous allocation.
7. Click **Submit**.

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Managers: Costing Allocations

NOTES:

You can select the Copy Costing Allocation option before adding a new allocation. The new costing allocation will display the same funding distribution and accounts as the previous. This saves time, especially when maintaining multiple funding accounts for one individual that experiences slight changes in funding allocations from month to month. However, when you select Copy Costing Allocation, the original allocation moves to the bottom of the screen and you may need to scroll down to see it.

Never override the history of a worker's costing allocations. If an update needs to be made to a worker's costing allocation, end the current costing allocation by entering the End Date. Then, click on the **Add** button to enter a new allocation. There cannot be a gap in costing allocations. For example, if one costing allocation ends on 12/31/2020, the new costing allocation must start on 1/1/2021.

FTE percentages are separate from costing allocation percentages in Workday. FTE is used to calculate how much someone is paid, and the distributions (costing) apply that pay to different cost centers.
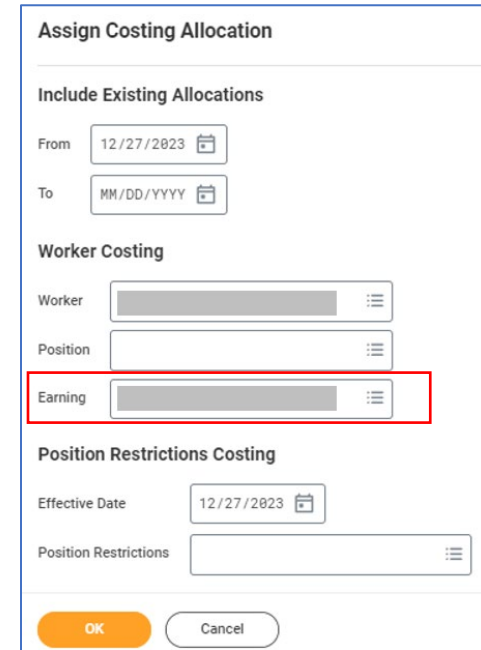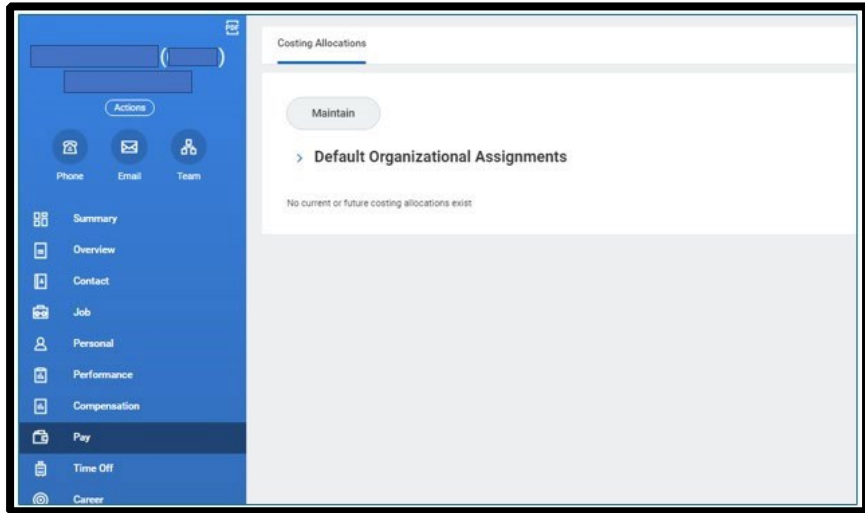
A worker will be paid even if a costing allocation is missing or expires. The Default Cost Center associated with a worker in Workday is used as the cost center to charge salary/benefits for a worker when there is an expired or missing costing allocation.

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Managers: Costing Allocations by Earnings for GCSOM Allocations

ALLOCATE YOUR WORKER'S PAY

From the worker's profile:

1. Click on **Pay**.
2. Click **Maintain** to create a new costing allocation.

3. Contact your HR Compensation for the applicable earnings codes when establishing allocations for GCSOM.

Entering an Earning indicates that ONLY that specific Earning will be allocated using this setup.

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Managers: Costing Allocations by Earnings for GCSOM Allocations


4. Enter the **Start Date**. Using a Start Date at the beginning of the pay period is best practice.

5. Click on the ⊕ to insert a new row.

6. Enter the **Cost Center** and adjust **Distribution Percent** on each row. The total Distribution Percent should equal no more than 100%.

7. Click **Submit**.

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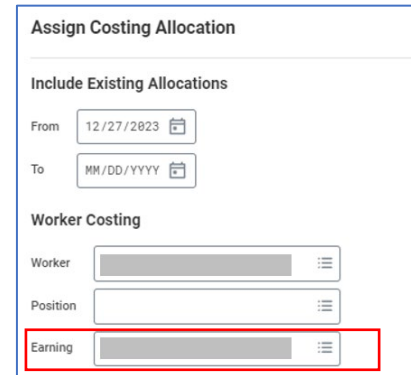# Managers: Costing Allocations by Earnings for GCSOM Allocations

TO STOP A COSTING ALLOCATION

From the worker's profile:

1. Click on **Pay** and notice existing allocation.
2. Click **Maintain.**
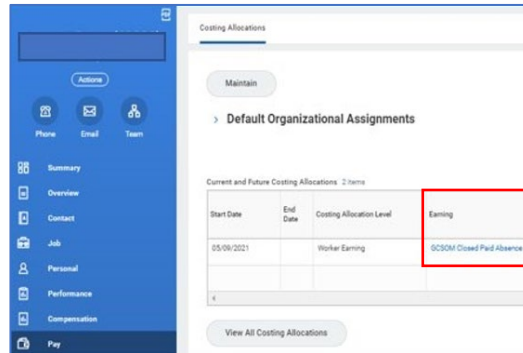
3. Enter **Earning** code from the existing allocation and click **OK**.

4. If you do not see the existing allocation shown, go back to the previous screen and populate all applicable information that appears on the existing allocation.

5. Enter the **End Date**. The End Date is when you want the last day for the allocation. Ideally, this will be at the end of a pay period.

6. If a new allocation is needed, click the **Add** button to enter using a Start Date *of the day after* the End Date on the previous allocation.

7. Click **Submit**.

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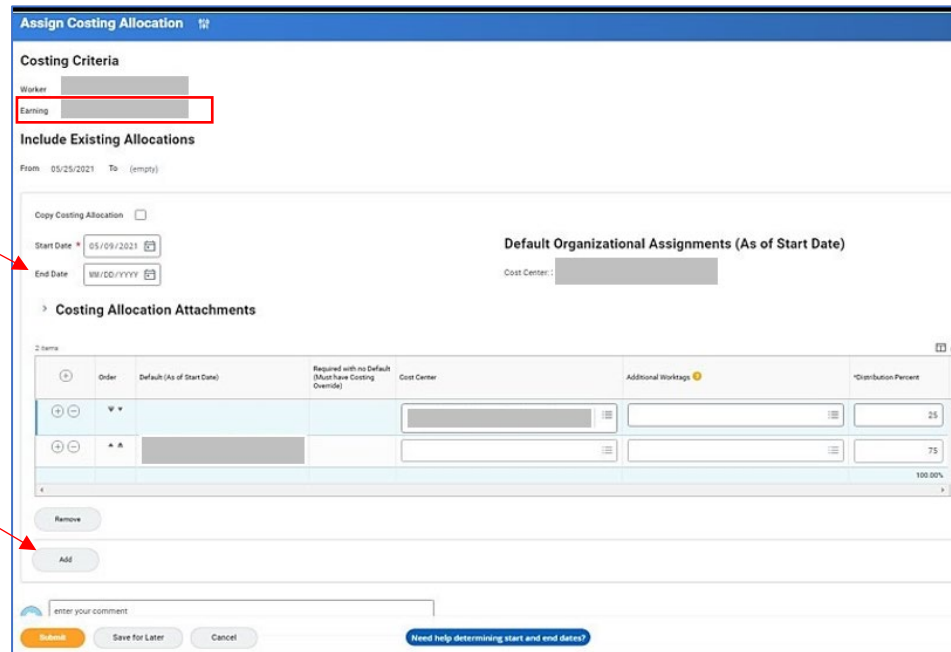
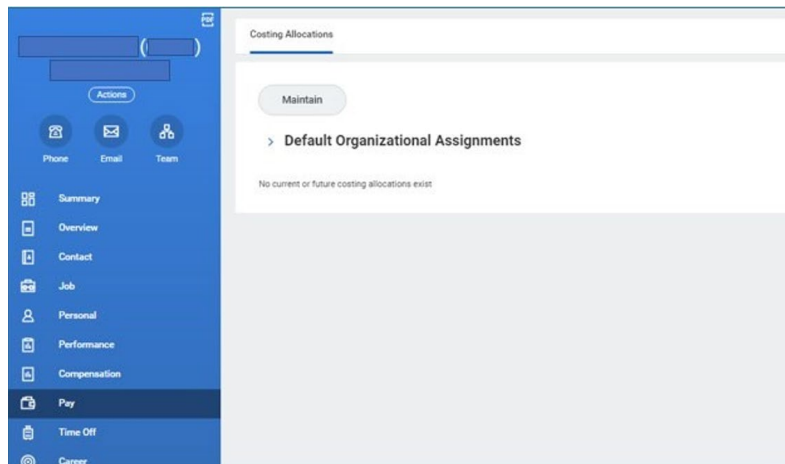# Managers: Costing Allocations for GMCM or GHMJV Positions

Employees with 100% of their time to a position tied to Muncy (GMCM) or Highmark Joint Venture (GHMJV) will require a costing allocation to override the Costing Company to Muncy or Highmark Joint Venture.

If you are unsure if this applies or what Costing Company to use, see your Finance Partner for direction.
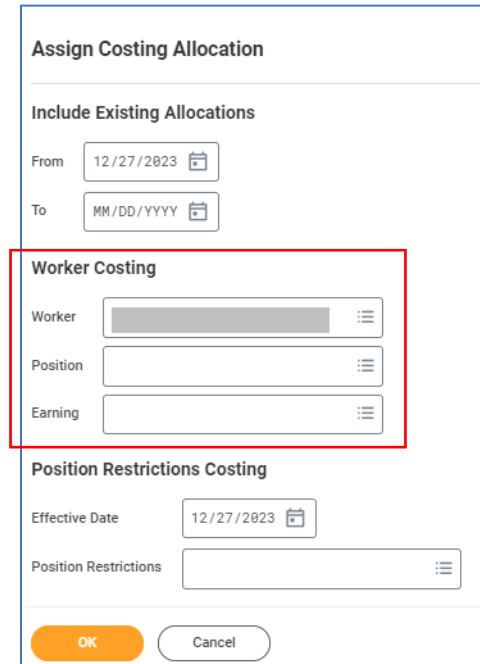
ALLOCATE YOUR WORKER'S PAY

From the worker's profile:

1. Click on **PAY.**
2. Click **Maintain** to create a new costing allocation.
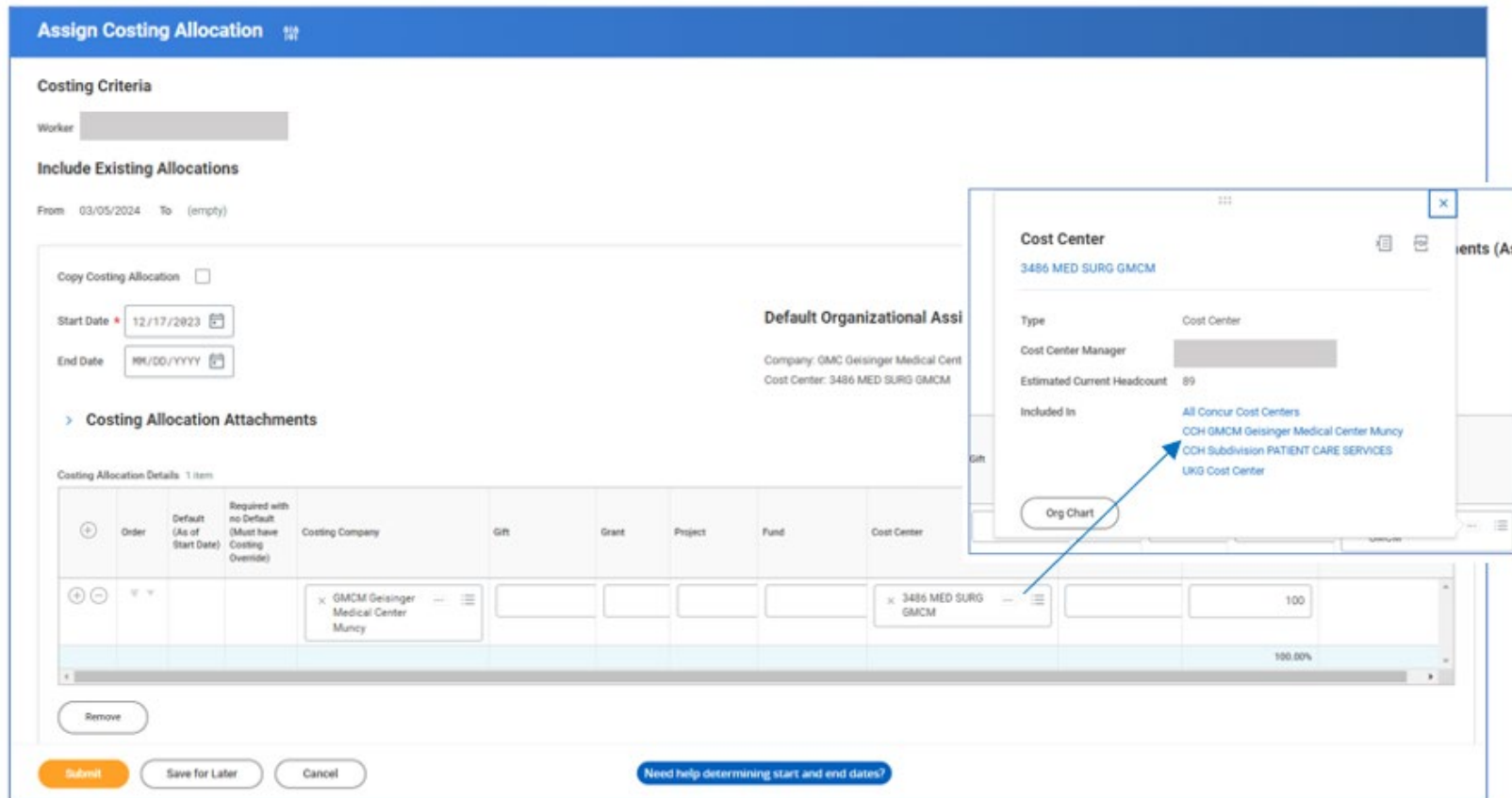

3. Worker's name should default in.

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Managers: Costing Allocations for GMCM or GHMJV Positions

ADD COSTING ALLOCATIONS

1. Enter the **Start Date.** Using a Start Date at the beginning of the pay period is best practice.

2. Click on the ⊕ to insert a new row.

3. Enter the Costing Company that correlates to the cost center (GMCM, GHMJV, etc).

4. Enter the Cost Center and adjust Distribution Percent on each row. The total Distribution Percent should equal 100%.

5. Click **Submit.**

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