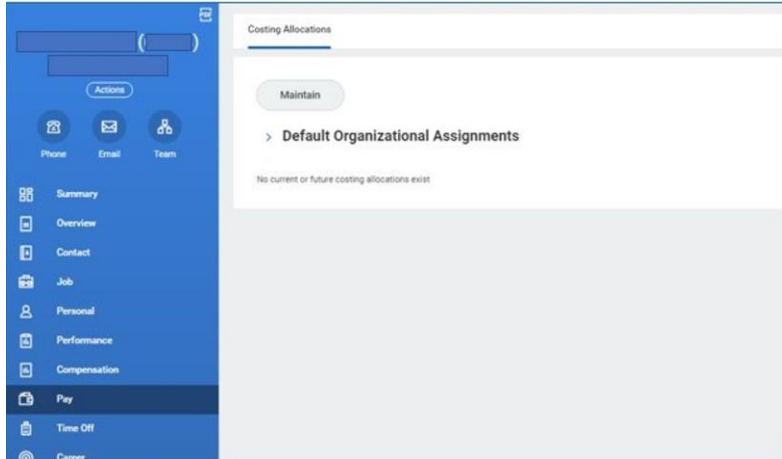# Managers: Costing Allocations

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** in the left sidebar
2. Click on the **Costing Allocations** tab along the top

3. 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.
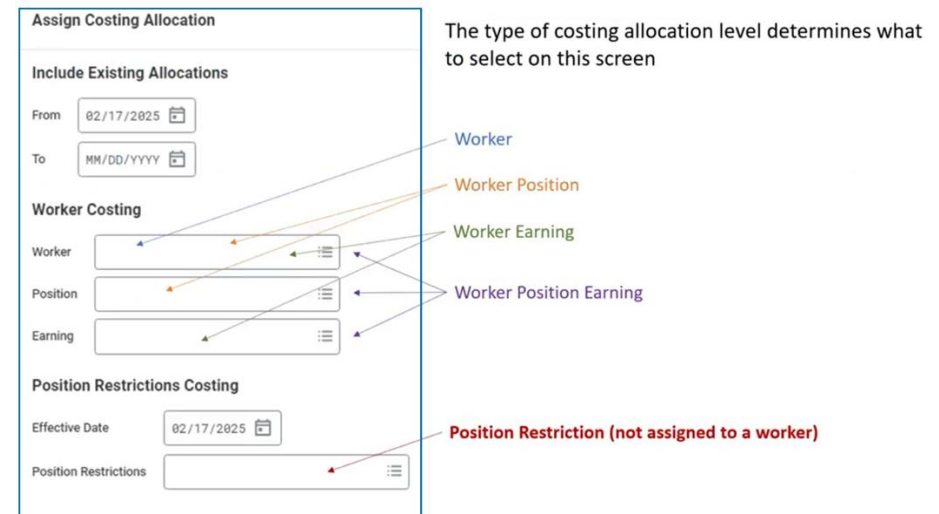
4. If the worker has multiple positions and only one position should be split, enter Worker and the applicable Position (indicated in gold above). Otherwise, accept the defaults and click **OK.**

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Managers: Costing Allocations

ADD COSTING ALLOCATIONS

Complete the Proposed Costing Allocations tab to add a costing allocation.

1. If an existing allocation exists, see MODIFY A COSTING ALLOCATION for more information. If there are no current allocations, a new row will appear with today's date as the default Start Date.
2. Enter the **Start Date.** Using a Start Date at the beginning of the pay period is best practice.
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**

Managers: Costing Allocations

STOP A COSTING ALLOCATION

From the worker's profile:

1. Click on **Pay > Costing Allocations** and notate the Costing Allocation Level on the existing allocation.
2. Click **Maintain**.

3. Using on the notated information from step 1, enter any applicable fields that appear on the existing allocation and click **OK**.

4. The existing allocation will appear under the Proposed Costing Allocations tab. If you don't see the existing allocation, 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. Click **Submit**.

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Managers: Costing Allocations

MODIFY A COSTING ALLOCATION

From the worker's profile:

1. Click on **Pay** > **Costing Allocations** and review 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. 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 to enter a new allocation.
6. Instead of using the Add button, you can select the **Copy Costing Allocation** box. The new costing allocation will display the same funding distribution and accounts as the previous and can then be updated with any needed changes.
7. After selecting Copy Costing Allocation or the Add button, the existing allocation moves to a separate tab on left. Click on the tabs to view the individual costing allocations.
8. The **Start Date** on the new allocation will default to today's date. Enter the **Start Date.** Using a Start Date at the beginning of the pay period is best practice. There cannot be a gap in costing allocations. For example, if one costing allocation ends on 2/22/2025, the new costing allocation must start on 2/23/2025 (example shown in image).
9. Enter the Cost Center and Distribution Percent on each row. The total Distribution Percent should equal no more than 100%.
10. If applicable, enter Costing Company that relates to Cost Center.
11. Click **Submit**.

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Managers: Costing Allocations

NOTES:

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 does not exist. 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.

Using a **Start Date** at the beginning of the current pay period is preferred. Future dated start dates that align with the beginning of a pay period are also acceptable. Refrain from using dates that are prior to the beginning of the current pay period since these will not produce retroactive changes

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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 > Costing Allocations**.
2. Click **Maintain** to create a new costing allocation.

3. Contact 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 ⊕ **Add** 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

STOP A WORKER EARNING 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** 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 GHMJV Positions

Employees with 100% of their time to a position tied to Highmark Joint Venture (GHMJV) will require a costing allocation to override the Costing Company to 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 > Costing Allocations.**
2. Click **Maintain** to create a new costing allocation.
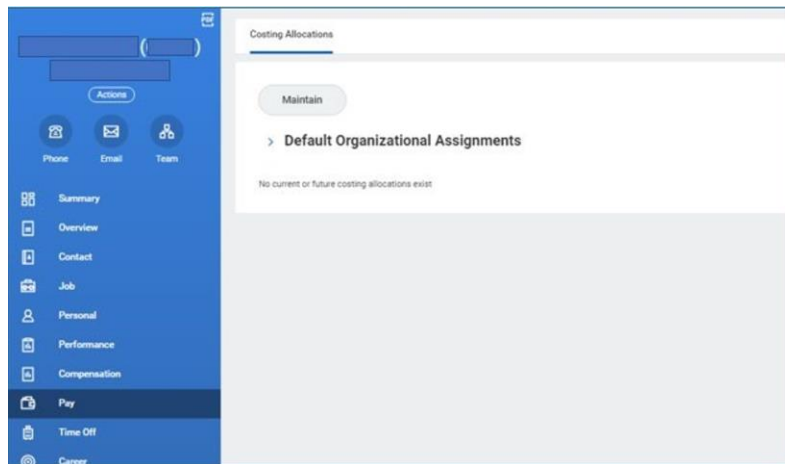
3. Worker's name should default in.
4. Click **OK**

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Managers: Costing Allocations for 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 ⊕ **Add** to insert a new row.
3. Enter the Costing Company that correlates to the cost center (e.g., GHMJV).
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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