

Assign Costing Allocation

This QRc instructs users on **Assign Costing Allocation** and demonstrates how to complete this task as a sub-step of a staffing business process, such as Add or Change job.

Change Organization Assignments

1. Navigate to your **My Tasks** list and select **Assign Costing Allocation** task.

2. Review the Costing Allocation Details and instructions.

3. Select **Add**.

4. Enter the appropriate **Additional Worktag**.

Note: While users may complete fields on the costing allocation details table in any order they choose, completing the Additional Worktags field first will populate the Cost Center and Fund boxes.

5. Next, list the **Costing Company**.

Note: If you are unsure, select the related actions for FAO chosen under Additional Worktags section, open in a new tab, and find the company FAO.

6. If multiple costing allocations need to be assigned repeat steps 3 and 4.

Note: The Distribution percent must equal 100 of all allocations listed.

7. Select **Submit**.

Next Steps: Check your **My Tasks** list for additional steps that may be required after submitting this process.

Assign Costing Allocation for Create Position

Created: 02/22/2024

Select the Add button and input the FAOs in the field for Additional Worktags first, then input the Costing Company for each FAO

Event Details

Event: Costing Allocation for Create Position: P00022736 Adjunct Faculty-1
 Effective Date: 02/01/2024

Include Existing Allocations

From: 02/01/2024 To: MM/DD/YYYY Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level * Position Restriction

3 Add

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	*Fund	Cost Center	Additional Worktags	* Distribution Percent	Salary Over the Cap
			x 010 Central Administration	x Current Fund - Unrestricted	x CC17024-000 Finance	x UR Operating Program: OP015145 Payroll Clearing	100	

100.00%

Costing Allocation Errors: Assistance for Grants

End Dates

- Costing Allocation End Date cannot be after the Award Schedule End Date
 - Costing allocation end date [mm/dd/yyyy] is after the award schedule end date of [mm/dd/yyyy] for [grant FAO and name].
 - Costing allocations cannot extend past the award schedule end date. You have entered [#] costing allocation interval(s) with a total of [#] row(s) where the costing allocation end date is past the award schedule end date. To correct this issue, you can take either or both of these actions:
 1. Update your costing allocation end date(s)
 2. Select different grants
 - If you have multiple grants ending at different times, you can also enter multiple costing allocation intervals here so you don't need to submit a change each time one ends.
 - The exact costing allocation intervals and grants that caused this error are detailed in the other error messages.
- If you believe the Award Schedule End Date in the system is incorrect, please contact your ORACS staff accountant. Please allow 3 business days after the ORPA Award Amendment email notice and confirm ORACS is included on this email notice for action to be taken by ORACS to amend the Award Schedule.

Open-Ended Costing Allocations

- Open-ended costing allocation required
 - An open-ended costing allocation (with no end date) is required for every worker. This is necessary to prevent payroll processing issues if all other costing allocations end. Grants cannot be used on the open-ended costing allocation.
 - NOTE: If you receive this error and an open-ended costing allocation is already present, please remove and re-add it. This may occur when revising one period of a worker's costing allocation while leaving the open-ended costing allocation unchanged.
- Grants cannot be used on open-ended costing allocations
 - Grants cannot be used on an open-ended costing allocation, as all Grants have an end date.
 - To correct this issue, you can take either of these actions:
 1. Remove all grants from the open-ended costing allocation, or
 2. Enter an end date for the furthest future-dated costing allocation and enter a new open-ended costing allocation without a grant.
- Grants cannot be used on open-ended costing allocations because all grants (except advance accounts) are attached to award(s) with specific end dates and the open-ended allocation would violate the award schedule end date restriction (explained above).

Costing Allocation Errors: Assistance for Grants

Salary Over the Cap Sub-allocation

- If one or more grants in a costing allocation have a salary cap, the **Salary Over the Cap** column will appear in the table, and an orange/yellow oval icon will appear in the appropriate row. Clicking on this icon will open a pop-up window for the **Salary Over the Cap** sub-allocation. Information on the grant and the applicable salary cap is shown, and you can enter information on the salary cap offset account(s) in the table provided.
- **Offset account information is required for all costing allocations that include a grant with a salary cap, no matter the pay rate of the individual being paid from that grant.** Even if the worker will never be paid at a level to reach the salary cap, this information is still required. The offset account(s) will never be charged for their salary if the worker's pay never reaches the cap amount.
 - If this information is incomplete or not provided, one or more of the following errors may be presented:
 1. **Salary Over the Cap** sub-allocation requires an FAO.
 2. **Salary Over the Cap** sub-allocation percentage must total 100%.
 3. This company doesn't match the grant on the award line: 001 University of Rochester. Review the **Salary Over the Cap** sub-allocation and enter a company that matches on the award line in effect for grant [X]
 - This error may also occur if the offset account you've chosen is from a different costing company than that of the related grant. In these cases, input the costing company of the Grant, not the offset account, in the **Salary Over the Cap** sub-allocation area. The Company will be resolved at the time of payroll through back-end processes.

Note: In the **Assign Costing Allocation** task, these errors will be triggered for all periods showing in the task. After clicking the **Copy Costing Allocation** checkbox to create a new table for the prospective allocation, be sure to check the **Salary Over the Cap** column in all tables/allocations.

Missing Salary Over the Cap Suballocation

- A grant will not show **Salary Over the Cap** options during a costing allocation if the award line has expired. In these cases, a current award line should be used instead. If one is unavailable, manually enter the specific percentages that should be used for the grant and the desired salary cap offset account, using a separate line for each.
- If the award line has not expired, ORACS may not have attached a salary cap restriction to the award line in Workday. If you believe this to be incorrect, please contact your ORACS staff accountant. Please allow 3 business days after the ORPA Award Amendment email notice and confirm ORACS is included on this email notice for action to be taken by ORACS.