



## Costing Allocation Template

### Instructions for how to fill out the Costing Allocation Template

**Purpose**

The Costing Allocation template was set up by the Office of Research Administration and the Workday Finance ERP team to help Cost Center Managers and Finance Business Process Initiators accurately allocate employee salaries for grants with Salary Caps or when there is a mid-period allocation. A mid-period allocation is any costing allocation that needs to start after the first day of the Pay Period or ends before the last day of the Pay Period.

**Steps:**

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Person ID	Annual Salary	Employee Type		Pay Period		Start Date	End Date	# Working Days	Daily Rate			Period Amount
	1	2	3				4	#N/A	#N/A	#N/A	#N/A		\$ -
		FTE Percentage:	100%	5							Distributed Pay		Total Effort
Person Totals:		#N/A Costing Allocation(s) Distributed										#N/A	#N/A
Legacy Value Notes	Legacy Value	Sal Cap	Salary Cap	Start Date	End Date	% Effort	# Working Days	Net Amount	Net % Effort	Sal Cap Amount			
A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Person ID	Annual Salary	Employee Type		Pay Period		Start Date	End Date	# Working Days	Daily Rate			Period Amount
			Bi-Weekly					#N/A	#N/A	#N/A	\$ -		#N/A
		FTE Percentage:	100%	Number of Hours	6	0.0	Hourly Amount:	7			Distributed Pay		Total Effort
Person Totals:		0 Costing Allocation(s) Distributed										\$ -	#N/A
Legacy Value Notes	Legacy Value	Sal Cap	Salary Cap	Start Date	End Date	% Effort	# Working Days	Net Amount	Net % Effort	Sal Cap Amount			

1. Enter an identifier for the person (Employee ID or Name) to preserve the reference
2. Enter the individual’s Institutional Base Annual Salary if they are monthly
3. Select Employee Type from the Drop down list by clicking in the Cell.
  - a. If selecting Bi-Weekly, the Annual Salary will be greyed out, and the Number of Hours and Hourly Amount will become visible
4. Select the Pay Period from the Drop down list by clicking in the Cell
5. Select the FTE Percentage
6. If the employee is Bi-Weekly, set the number of weekly hours they work from the drop-down
7. If the employee is Bi-Weekly, enter the Hourly Amount

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1		Person ID	Annual Salary	Employee Type	Pay Period			Start Date	End Date	# Working Days	Daily Rate	Period Amount			
2				Bi-Weekly				#N/A	#N/A	#N/A	\$ -	#N/A			
3			FTE Percentage:	100%	Number of Hours:	40.0	Hourly Amount:				Distributed Pay	Total Effort			
4	Person Totals:		0 Costing Allocation(s) Distributed									\$ -	#N/A		
5		Legacy Value Notes	Legacy Value	Sal Cap	Salary Cap	Start Date	End Date	% Effort	# Working Days	Net Amount	Net % Effort	Sal Cap Amount			
6		8	Legacy Value 1 Total										\$ -	#N/A	\$ -
7	Legacy 1		9	10	11	12	13	14	-	\$ -	#N/A	\$ -			
8									-	\$ -	#N/A	\$ -			
9									-	\$ -	#N/A	\$ -			
10									-	\$ -	#N/A	\$ -			
11		15	Legacy Value 2 Total										\$ -	#N/A	\$ -
12	Legacy 2								-	\$ -	#N/A	\$ -			
13									-	\$ -	#N/A	\$ -			
14									-	\$ -	#N/A	\$ -			
15									-	\$ -	#N/A	\$ -			

Entering Costing Allocation Information:

8. Enter any notes for the account/award in the Legacy Notes column in the first row next to the box with “Legacy 1”.
  - a. Note, all four lines in the Legacy 1 section, will roll up together and sum to a total at the top.
  - b. Four lines were included in case there are multiple splits (a person works one percentage for the first half of the month, and another the second half) or in the cases where there are multiple Master accounts posting to the same Companion/Salary Cap account.
9. In Legacy Value, enter the Legacy Value for the first costing allocation (FRS Account number)
10. In the “Sal Cap” column, select the FRS Account type from the drop down, enter the sub account number or leave blank:
  - a. MT – Indicates this is a Master account
  - b. SC – Indicates this is a Salary Cap account
    - i. This is set in FRS when the account is created
    - ii. Salary Cap accounts are set up to hold the amount of salary over the cap for the award
  - c. CS – Indicates this is a Cost Share account
    - i. This is set in FRS when the account is created
    - ii. Cost Share accounts are set up to hold the salary that is to be cost shared for the award
  - d. All other – Type 2 digit sub account number or leave blank
11. In the “Salary Cap” column, enter the Salary Cap Amount established by the awarding agency.
  - a. Note, If the account is a Salary Cap Account (covers the university funded portion), both the salary cap and the asterisk must be set.
12. Enter the start date for the Legacy Value. The start date must be on or after the first day of the Pay Period. If the start date for this allocation is prior to the beginning of the Pay Period, use the first day of the Pay Period.

13. Enter the end date for the Legacy Value. The end date must be on or before the last day of the Pay Period. If the end date for this allocation is after the end of the Pay Period, use the last day of the Pay Period.
14. Enter the percentage of effort to be paid by the Legacy Value
  - a. This is the full effort to be charged to the Legacy Value. If it is a sponsored grant with a salary cap, and the Salary Cap field is filled in, the amount will be reduced and the Net Amount column will reflect the proper total.
15. Continue following steps 8-14 with each Legacy Value until the employee has been distributed 100% beginning with the box with "Legacy 2".

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
<b>Person ID</b>	<b>Annual Salary</b>	<b>Employee Type</b>	<b>Pay Period</b>		<b>Start Date</b>	<b>End Date</b>	<b># Working Days</b>	<b>Daily Rate</b>	<b>Period Amount</b>			
0	\$ -	Bi-Weekly	January 1900		#N/A	#N/A	#N/A	\$ -	#N/A			
	<b>FTE Percentage:</b>	100%	<b>Number of Hours:</b>	40	<b>Hourly Amount:</b>	\$ -	<b>Distributed Pay</b>	<b>Total Effort</b>				
<b>0 Costing Allocation(s) Distributed</b>							\$ -	#N/A				
<b>Legacy Value Notes</b>		<b>Legacy Value</b>	<b>Sal Cap</b>	<b>Salary Cap</b>			<b>Net Amount</b>		<b>Net % Effort</b>			
							\$ -		#N/A			
							\$ -		#N/A			
							\$ -		#N/A			
							\$ -		#N/A			
							\$ -		#N/A			
							\$ -		#N/A			

16. In the section to the right, as you enter data, the fields will automatically be populated. This page will be used to enter data into Workday.
17. Distributed Pay should match the Period Amount and Total Effort should equal 100%. This worksheet should be uploaded along with comments to any Costing Allocation and/or Payroll Accounting Adjustment involving grants with a salary cap or a mid-month costing allocation.