Costing Allocation Reports

A number of reports exist within Workday to review Costing Allocations. It is very important that all active employees have costing allocations covering their annual work period. If costing allocations are missing or expired, salary and benefit charges are applied to the Workday Default account. When that happens, you will be notified by Martha Weeks with University Accounting Services. You will still need to assign or correct costing allocations within Workday. Additionally, you will need to create a Payroll Cost Transfer (PCT) within Canopy to correct FAMIS. Payroll Services encourages proactive report review for this critical component. Available reports include:

**Missing Costing Allocation**
Security Roles that can generate within a department or college:
- Department Head
- Executive Approver
- Faculty Partner
- HR Contact
- Manager

Description from Workday Help:

| Missing Costing Allocation | The report returns positions without current Worker Position costing allocations. Used to prevent salary payment on the FAMIS default accounts. May also be run to find positions that could have encumbrance impacts. | Used to determine which employees are missing costing allocation so they don't get paid by the FAMIS default accounts. |

**Assign Costing Allocation Sent Back**
Security Roles that can generate within a department or college:
- Budget Partner
- Cost Center Approver
- Research Partner

Description from Workday Help:

| Assign Costing Allocation Sent Back | For assign costing allocation business process, returns any events where a step was sent back or the business process was denied. | The report can be used to show who initiated an Assign Costing Allocation BP that was sent back or denied. BP approvers may want to investigate the reason, in case some training/coaching are needed for the initiators. |
Costing Allocations for Position Restrictions
Security Roles that can generate within a department or college:
- Business Executive View Only
- HR Contact

Description from Workday Help:

<table>
<thead>
<tr>
<th>Costing Allocations for Position Restrictions</th>
<th>Displayed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>restriction allocation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>details for a specified company, position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>restriction, pay group, and/or worker as of an</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Costing Allocations for Worker Position
Security Roles that can generate within a department or college:
- Business Executive View Only
- Department Head
- HR Contact
- Manager
- Research Partner

Description from Workday Help:

<table>
<thead>
<tr>
<th>Costing Allocations for Worker Position</th>
<th>Displayed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>override information for workers, including the start and end dates of an override, the override values, distribution percentages (if a worker’s earnings are split between multiple regions or cost centers), and the last allocated instance in a group of cost splits.</td>
<td></td>
<td>This data overrides the position restriction costing for a position. Current and future overrides are listed here.</td>
</tr>
</tbody>
</table>

Additional Resources available through Workday Help (SSO Menu)