



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 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 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
- HR Contact
- Executive Approver
- Manager
- Faculty Partner

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.
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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.
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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:

Costing Allocations for Position Restrictions	Displays position restriction allocation details for a specified company, position restriction, pay group, and/or worker as of an Effective Date	Used to review which cost center is being utilized for the position restriction. For vacant positions or positions missing a worker costing, the position restriction cost center is used by payroll.
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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:

Costing Allocations for Worker Position	View labor costing 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.	View labor costing 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. This data overrides the position restriction costing for a position. Current and future overrides are listed here.
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Additional Resources available through Workday Help (SSO Menu)

Reference Guide: Costing Allocations and User Guide: Assign Costing Allocations
Costing Allocation Reports