

Workday Grant Functions Quick Reference Guide

How do I review personnel costing allocations to verify they are current and complete?

The **Payroll Funding - Costing Allocations for Filled Positions - Expired or Missing** report is used to find costing allocations with funding that has expired and those without position restriction allocations entered.

The report shows you the person and their job details, their supervisory org, costing allocation level and allocation start/end dates, allocation details, defaults for salary (org default assignments).

Note: This report does NOT include costing for Graduate Associates/Fellows or Semester Lecturers since that costing is designated on the Period Activity Pay.

Search Parameters:

- To search by **Cost Center**, in the **Organization Assignment Value** field, select **Organizations by Type**, then **Cost Center**, or could also select **Cost Center Hierarchy** here.
- **Costing Allocation As of Date:** Select the date after the payroll period of interest runs, to avoid including all costing allocations already entered and to remove people from ending grants.

Search Results:

- Look at "Costing Missing or Expired?" column. Is there costing that is expired or missing?
- Look for the grant end date column to see which grant put the individual on the report.

Payroll Funding - Costing Allocations for Filled Positions - Expired or Missing

Instructions Organizations are derived from the Organization Assignment on the worker and show a primary position owner.
The HR attributes of this report will return based on the Costing Allocation as of Date.

Organization Assignment Values * ←

Include Subordinate Organizations

Costing Allocation As Of Date * ←

Employee Type

Job Family

Job Profile

Nonexempt?

Exempt?

Worker

Missing or End Date Expired

Grant End Date Expired

Filter Name

Manage Filters

0 Saved Filters

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Search Results Exported into Excel:



Worker	Employee ID	Position	Staffing Model	Active Status	Employee Type	Job Family	Position FTE	Total Base Pay - Frequency	Costing Allocation Start Date	Costing Missing or Expired?	Costing Allocation Distribution %	Costing Allocation - Cost Center	Costing Allocation - Fund	Costing Allocation - Balancing Unit	Costing Allocation - Function	Costing Allocation - Grant	Effective Award Line	Grant End Date
	0	00148921 Student Assistant -	Job Management	Yes	Temporary	Student Employee - Hourly	0.25	Hourly		Costing is Missing								
	0	00036554 Research Scientist -	Position Management	Yes	Term	Senior Administrative & Professional	1	Annual	12/1/2021	Costing is Expired	0.25	CC11887 FAES Food, Agricultural and Biological Engineering	FD520 Grants and Contracts Sponsored Programs Fund	BL1169 FAES General	FN105 Applied Research	GR124214 Sustainability of the frozen mango supply chain	AWD-110631 Grants Private Agencies OSP (RC1052)	12/31/2021
	0	00036554 Research Scientist	Position Management	Yes	Term	Senior Administrative & Professional	1	Annual	12/1/2021	Costing is Expired	0.23	CC11887 FAES Food, Agricultural and Biological Engineering	FD520 Grants and Contracts Sponsored Programs Fund	BL1169 FAES General	FN105 Applied Research	GR116843 Towards resilient and sustainable grape production in the North Central Region with renewable mulching systems 60070437	AWD-106216 Grants Colleges and Universities OSP (RC1634) (Line 1)	10/31/2022