Assigning Payroll Costing:
• Position Restrictions
• Payroll Costing Allocations

Payroll Accounting Adjustments

Workday@Yale
March 29, 2017
Agenda

• Welcome
• Overview
• Chart of Accounts
• Key Changes & Demo
  Assigning Payroll Costing
    1. Position Restrictions
    2. Payroll Costing Allocations
  Payroll Accounting Adjustments
• Next Steps
### Change Partners

**feedback and communications channel** between their business unit and the Change Management team.

### Local Workday Gurus

**community of users** who can **provide business process support** as a part of their current role.

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### Change Network Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Before Go-Live “Focus on Readiness”</th>
<th>After Go-Live “Support Users”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supporter</strong></td>
<td><strong>Ambassador of Change</strong></td>
<td><strong>Serve as a Liaison</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Learn about the Changes</strong></td>
<td><strong>Direct Users to Help Resources</strong></td>
</tr>
</tbody>
</table>

**Early Adapter**

- Learn their assigned areas of the system
- Test the System
- Lead User Training

**Coach**

- Provide User Support
  - Participate in this Community of Practice
  - Serve as a Liaison

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"Focus on Readiness" before Go-Live

"Support Users" after Go-Live
Knowledge Sessions Objectives

- Early opportunity to collectively study a specific Workday topic
- Come to a deeper understanding of the topic through interactive questioning and dialogue
- Exposure to the Workday system via demos, when possible
- Become fluent in the concepts and information covered in the session
- Concepts and information presented today may change as Yale continues to improve the configuration of Workday

Success depends on participation!
If you have a question, please ask.
Prerequisite Foundational Core Concepts

Online Videos

• Financials Overview
• Chart of Accounts (COA) Overview
• Introduction to Worktags
• Reporting
• Overview of Workday

Core Concepts

• Software as a Service
• Configuration vs. Customization
• Tenant
• Supervisory Organizations
• Roles
• Business Process
• Employee Self Service
• Delegation
• Inbox

Additional resources are available at workday.yale.edu.
Why Workday?

Simplify and standardize processes

Make it easier to get work done and harder to make mistakes

Minimize administrative work for faculty, students, and staff

Lower operating costs and improve effectiveness

Provide accurate, trusted, and timely reporting
Chart of Accounts

Workday@Yale
Workday Chart of Accounts

- **Company** *(Bal Seg 03)*
- **Funding** *(must select one)* *(Award)*
  - Grant *(will default other segments)*
  - Gift *(will default Fund)*
  - Yale Designated *(will default Fund)*
- **Cost Center** *(will default Project)* *(Org/Organization)*
- **Program** *(Line of Business)*
- **Project** *(Project)*
- **Assignee** *(may be required by your unit)*
- **Spend Category or Revenue Category** *(ET/Expenditure Type Code)*
- **Ledger Account** *(required for Journal Entries Only)*

Note: Segments are not linked and there is no system validation of a COA string of Worktags
Assign Payroll Costing:
Position Restrictions
Payroll Costing
Allocation
Assigning Payroll Costing Role

**Preparer Only**
- YULD_Phase 2 Dept Specialist

**Preparer and Approver Roles**
- YULD_Phase 2 Dept LD Accountant
- YULD_Phase 2 Dept Manager

**Preparer only**
- Cost Center Payroll Costing Specialist
- No Approval Required
Key Changes

• In Oracle, we use Labor Schedules to assign Payroll Costing or charging instructions. In Workday, we will use Assign Payroll Allocation.

• Payroll Allocations Business Process allows Payroll Costing at multiple levels:
  
  ➔ Workday offers a new feature, Position Restriction. Departments will be required to input default payroll costing allocations on each position.
  
  ➔ Payroll Costing Allocation can also be done at:
    • The Worker Level—Oracle Assignment level charging
    • The PayCode/Earnings Level of the Worker—Oracle Earnings Element level


Assigning Payroll Costing: Future State Detailed Process Flow

1. **New Position Created**
2. **Inbox task received**
3. **Create or update Position Restriction** *(Position level default charging)*
4. **Determine need for or change in Payroll Costing Allocation**
5. **Create or Update Payroll Costing Allocation**

Cost Center Payroll Costing Specialist

**Workday Activity**
In Oracle, Labor Schedule line of charging each had their own Start and End Date. In Workday, the Start and End Date applies to the entire Labor Schedule.

Oracle did not require labor schedules to equal 100%. However in Workday, all Payroll Costing Allocations and Position Restrictions must equal 100%.
Like Oracle, Workday will only allow you to enter active COA Worktags in **Position Restriction** and **Payroll Costing Allocation** schedules:

- If a previously entered charging instructions becomes invalid, Workday will still allocate payroll to those charging instructions.

- Workday does **not** redirect salary charges to suspense if a project or grant closed.
Labor Suspense does **not** function the same way in Workday:

- The Labor Suspense “Program” will **only** be used when there is no charging available at the Position and Worker Levels.
  - Timing of Position creation and Position Restriction default charging being entered will be rare.
  - The Labor Suspense Program must be cleared at minimum on a quarterly bases and must have a zero balance at Fiscal Year-end.
• As of July 2017, when requesting a One-Time payment in Workday, you will be able to enter one line of charging instructions for that payment. This eliminates having to enter Payroll Costing Allocation.

• If your One-Time payment should be charged to more than one COA you will be required to enter a Payroll Allocation Schedule at the Worker PayCode level if the current Worker Level Payroll Allocation is not reflective of where it should be charged.
Key Changes

- Labor Schedules can be maintained directly in Workday or in YBT Salary Workbooks utilizing the **Make-it-so** functionality.

  ➨ **NOTE** - YBT will not be available for use in FY2018 until August 2017.

- All reporting will be in Workday. There will be a Payroll Preview report and reports that allow you to manage your Labor Costing Allocations and Position Restrictions.
Conversion Plans

• In preparation for Workday, we will be reaching out to departments to provide default charging at the Cost Center level that will be used to populate all existing Position Restrictions.

• Current Labor Schedules as well as historical schedule dating back to 7/1/2016 will be converted and uploaded into Workday. (Additional details forthcoming.)
Position Restriction

Assign Costing Allocation

Effective Date: 04/01/2017
Position Restrictions: PS183 Communications, Senior Officer - Bascom, Dick

Copy Costing Allocation

Start Date: 04/01/2017
End Date: MM/DD/YYYY

Costing Allocation Attachments

<table>
<thead>
<tr>
<th>Item</th>
<th>Gift</th>
<th>Yale Designated</th>
<th>*Cost Center</th>
<th>*Program</th>
<th>*Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CC0077 UUGUUG University General - Controller</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PG00363 General University Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PJ003001 General Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Default Organizational Assignments (As at...
Cost Center: CC0078 DNI_F90PRO Change Leadership and

Remove
Payroll Costing Allocation

Enter Position Allocation by Worker or by Workers PayCode/Earnings
Payroll Costing Allocation

Assign Costing Allocation

Worker: Bascom, Dick
Position: PS103 Communications, Senior Officer - Bascom, Dick

Copy Costing Allocation
Start Date: 10/01/2015
End Date: 09/30/2017

Costing Allocation Attachments

<table>
<thead>
<tr>
<th>Program</th>
<th>Project</th>
<th>Assignee</th>
<th>*Additional Worktags</th>
<th>Distribution Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBO</td>
<td>PJ000001 General Project</td>
<td></td>
<td>Fund: FD01 Unrestricted</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operating</td>
<td></td>
</tr>
</tbody>
</table>

Submit | Save for Later | Cancel
Payroll
Accounting
Adjustments

Workday @ Yale
Preparer Only
YULD_Phase 2 Dept Specialist

Preparer and Approver Roles
YULD_Phase 2 Dept LD Accountant
YULD_Phase 2 Dept Manager

Preparer Only
Cost Center Payroll Accounting Adjustment Specialist
Approval done by Cost Center Manager
Key Changes

• Payroll Accounting Adjustment (PAA) replaces Oracle Labor Distribution Adjustment (LDA).

• In Oracle, the **Reason** field is a free text field. In Workday, you will choose a reason from a drop down list and then further explain the entry in the **Comments** field (text field).

• In Workday you can allocate payroll by $ or % however functionality is slightly different.
Key Changes

• In Oracle you choose the exact dates for the salary you wish to adjust. In Workday, you **must** choose the entire payroll period.

• In Oracle you can choose multiple payroll periods which totals the adjustment. In Workday you may choose multiple payroll periods however, they will be display separately requiring you to apply charging to each.

• If there is a Payroll Accounting Adjustment in process, Workday will not allow you to create a new one.
• Attachments will no longer be attached using multifunction devices. In Workday, documentation can be attached directly to Payroll Accounting Adjustments.

• In Workday, PAAs will now be approved by one Cost Center Manager from each cost center that is impacted by the transaction.

• Currently, balances do not reflect approved transactions made on the same day. In Workday, all approved PAA transactions will be reflected immediately, including the associated fringe and F&A assessments.
Payroll Accounting Adjustment (PAA) by %

Create Payroll Accounting Adjustments

- Employee
- Pay Groups
- Company
- Change Reason

Optional Parameters

- Pay Periods
  - 12/01/2016 - 12/31/2016 (Monthly Payroll)
  - 01/01/2017 - 01/31/2017 (Monthly Payroll)

- Payroll Result Type
  - On-cycle

Grant Adjustment options:
- Grant Adjustment - All Other
- Grant Adjustment - Credit to a Grant
- Grant Adjustment - Reclass
- Non-Grant Adjustment
Payroll Accounting Adjustment (PAA) by %

- Allocations by % are entered by clicking on the “+” sign.
- You will not see the salary $ at this time.
- You will enter the Workers Position, Pay Component, COA and Distribution %.
Payroll Accounting Adjustment (PAA) by %

Enter new charging instructions for selected Payroll and click **OK**.
Payroll Accounting Adjustment (PAA) by %

Adjustments

Pay Period: 12/01/2016 - 12/31/2016 (Monthly Payroll)

Payroll Result: 12/31/2016 (Regular) - Complete

Position(s): 

Pay Component(s): Regular Salary Academic Pay

Change Reason: Non-Grant Adjustment

Refresh Journal Lines: 

32
Payroll Accounting Adjustment (PAA) by %

### Current Journal Lines

<table>
<thead>
<tr>
<th>Debit Amount</th>
<th>Position</th>
<th>Pay Component</th>
<th>Worktags</th>
</tr>
</thead>
</table>
|              | P9391 Professor | Regular Salary Academic Pay | Cost Center: OC1017 F
Fund: F001 Unrestricted Operating
Location: Hunter Radiation Therapy Center
Program: P003490 Clinical - YMH Clinical Program Support
Project: P0000001 General Project
Yale Designated: YD0030001 Unrestricted Operating |
|              | P9391 Professor | Regular Salary Academic Pay | Cost Center: CC0077 U
Fund: F001 Unrestricted Operating
Location: Hunter Radiation Therapy Center
Program: P009999 Transaction Suspense - SYSTEM-GENERATED
Project: P0000001 General Project
Yale Designated: YD0030001 Unrestricted Operating |

### Proposed Journal Lines

<table>
<thead>
<tr>
<th>*Debit Amount</th>
<th>*Position</th>
<th>*Pay Component</th>
<th>*Worktags</th>
</tr>
</thead>
</table>
|               | P9391 Professor | Regular Salary Academic Pay | Cost Center: OC1017 F
Fund: F001 Unrestricted Operating
Program: P000363 General University Administration
Project: P0000001 General Project
Yale Designated: YD0030001 Unrestricted Operating |
|               | P9391 Professor | Regular Salary Academic Pay | Cost Center: CC0077 U
Fund: F001 Unrestricted Operating
Location: Hunter Radiation Therapy Center
Program: P009999 Transaction Suspense - SYSTEM-GENERATED
Project: P0000001 General Project
Yale Designated: YD0030001 Unrestricted Operating |
• All Payroll Accounting Adjustments **must** be reviewed again in order to fully process.

• This current solution is to ensure Departments requiring the Assignee Worktag validate it has been included in the transaction.

• Enhancements to this process are under discussion.
Payroll Accounting Adjustment by $

Create Payroll Accounting Adjustments

- Employee: [Employee Name]
- Pay Groups: [M Monthly]
- Company: [Yale University]
- Change Reason: [Non-Grant Adjustment]

Optional Parameters
- Pay Periods: [01/01/2017 - 01/31/2017] (Monthly Payroll)
- Payroll Result Type: [Off-cycle]

0 items

No Data

OK  Cancel
Payroll Accounting Adjustment by $

- Enter the **Position(s)** and **Pay Component(s)**
- Click the **Refresh Journal Lines** box to show Current Journal Lines
Payroll Accounting Adjustment by $37

- Review Payroll Charging for the period.
- Remove any lines you do not want to change.
- Click “+” Sign to add Proposed Adjustments.
Payroll Accounting Adjustment by $

- Enter **Proposed Charging**
- Click **Submit**
- Review and click **Submit** again
Questions, Discussion & What’s Next

Workday@Yale
You will have support!

• Local Workday Guru’s are embedded in your department

• Workday.yale.edu provides access to quick guides, web-based training, and additional supporting documentation

• Yale Shared Services (YSS) will provide tier-one helpdesk support through the Finance Support Center (FSC)

• Heightened support will be provided from July through October
Tell us what you think!!

Please complete the short anonymous survey that will be emailed within the next 24 hours.

To download a copy of today’s presentation, please visit workday.yale.edu.
• Become an ambassador of change
• Grow your network and take some time to meet other Local Workday Gurus
• Topics for next Knowledge Building Session
• User Acceptance Testing  April 17 – May 19
  ➢ Testers who are selected will be notified soon
• End User Training begins May 22 (tentative)
  ➢ Local Workday Gurus are encouraged to attend training that is specific to their business area
  ➢ This will help you to continue to become comfortable with the content
• Local Workday Guru Preparation for Go-Live begin June 5 (tentative)