

How a PI or Manager Allocates Payroll Costing

The Costing Allocation task is completed when an employee has the same job; but the salary will be split into multiple accounts.

1. Log in to Workday using your **ID** and **Password**.

Once you are signed in, type **the employee's name** in the search bar ❶ and click enter. In our example we are using Tony Braxton. The employee's name will appear as you are typing the name in. Click on the **employee's name** ❷.

The employee's profile information window will appear as seen in **Figure 2** on **Page 2**.

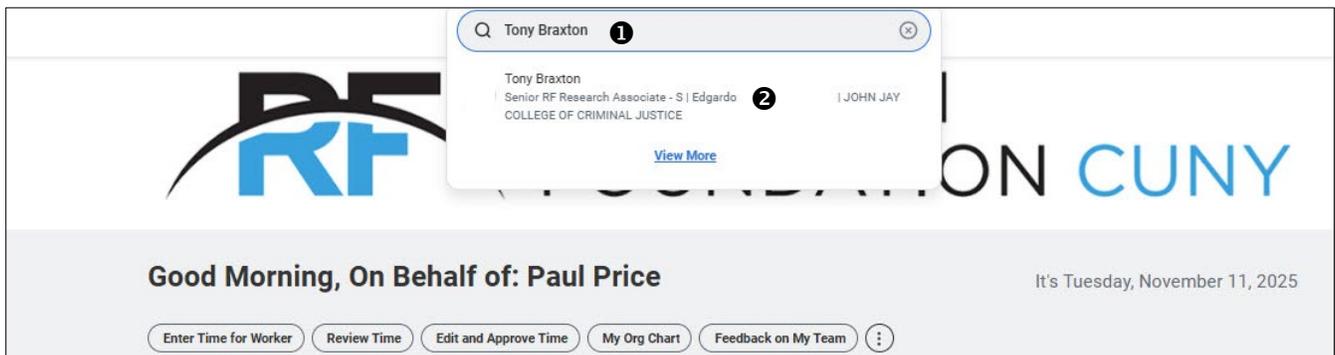


Figure 1

2. Click on the **Action** button ❶. Scroll down to **Payroll** ❷. When hovering over Payroll **Assign Costing Allocation** ❸ will appear, click on it. The Assign Costing Allocation pop-up window will appear as seen in **Figure 3** on **Page 3**.

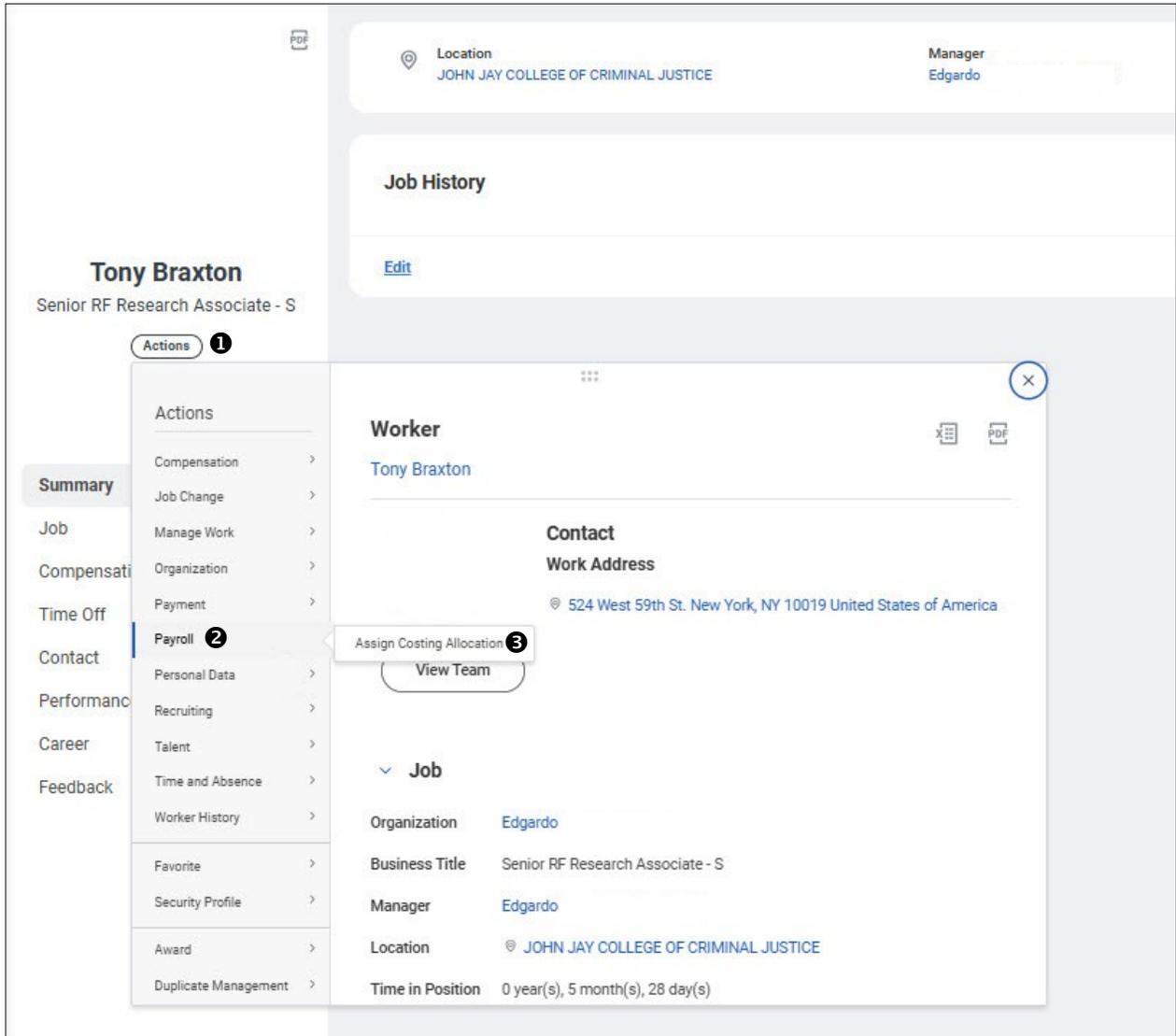


Figure 2

3. Enter the required field information with the **red asterisk 1** then click **OK 2**, this will **Assign Costing Allocation** window will appear as seen in **Figure 3** on **Page 4**.

Assign Costing Allocation

Include Existing Allocations

From 10/31/2025

To 12/31/2025

Worker Costing

Worker

Position (empty)

Earning (empty)

Position Restrictions Costing

Effective Date **1** * 10/31/2025

Position Restrictions * x Senior RF Research Associate - S - Tony Braxton

Cancel OK **2**

Figure 3

4. Under the **Proposed Costing Allocation** tab ❶, input the **Salary Expense Code** ❷. Click on the drop-down menu bars ❸. The menu will open giving a choice to **search** ❹ for the expense code or choosing **Salary Expense Code** choices ❺ by clicking on the **arrow** ❻ as seen in **Figure 4** below.

Follow the same step in choosing a **Grant** ❼. In our example, we are splitting the employee's within two grants equally at **50%** ❽ as seen in **Figure 6** below.

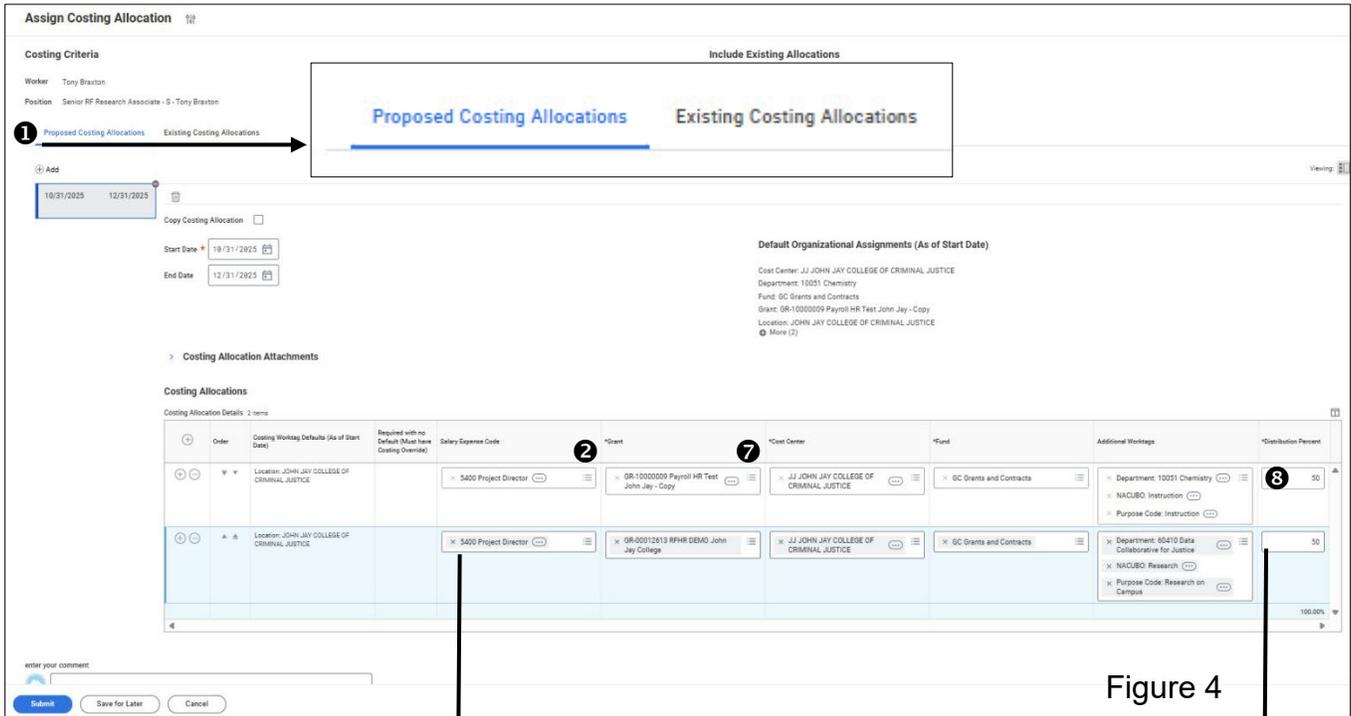


Figure 4

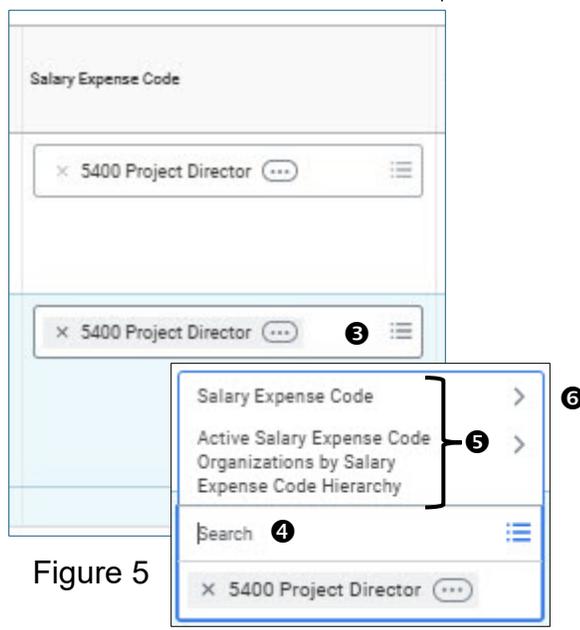


Figure 5

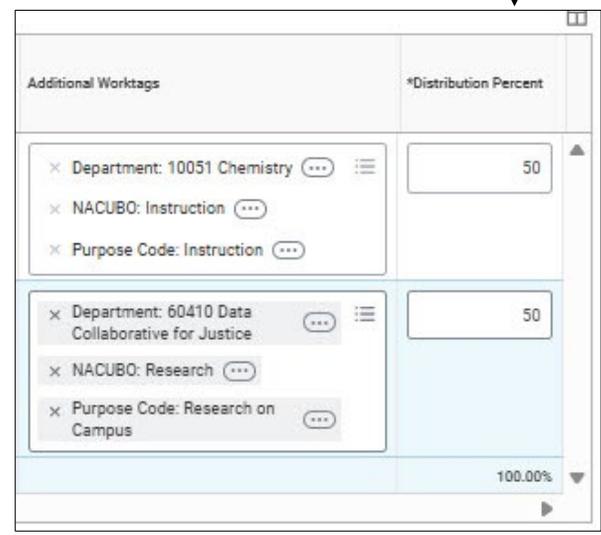


Figure 6

- Next click **Submit** ❶, this will then route to the Grant Manager for approval.
A **You have submitted** ❷ pop-up message will appear on the employee's profile window as seen in **Figure 8** below.

Figure 7

Figure 8