To View Costing Allocations (for Compensation)

The purpose of this document is to get the PI acclimated with their compensation allocations and accessing their award grant(s) in Workday. This document may be used in conjunction with other training materials; however, it is for information and view purposes only.

**NOTE:** The screenshots are based on the PI view. A business manager may use these directions but their screenshots will be slightly different, otherwise this document can be used by business manager to fine costing allocations.

1. Navigate to Workday
2. Click on user profile pic or icon; then, click, “View Profile”
3. A new screen will appear
4. On left side of the screen in blue area, click on “Pay” (you may have to scroll down to see option)
5. A new screen will appear with a Costing Allocations tab
6. Click tab

**NOTE:** An employee may not have any current or future allocations. To view all costing allocations including historical, go to page 3 of this document.
Default Organizational Assignments

A new screen is displayed with **Current and Future Costing Allocations** table.

Scroll left to right at the bottom of the table to view all columns:

1. **Start Date** – Date allocation started (can be hire or start date)
2. **End Date** – Date allocation ended
3. **Costing Allocation Level** – Worker Position
4. **Position** – This is your job title with position number
5. **Costing Company** – University of New Orleans
6. **Costing (As of Start Date)** – These are the assigned Worktags from where your salary is paid
   a. **Cost Center** – Department/Institute
   b. **Function** – Job function (e.g., Academic Support, Research, Clinical Research, Equipment, Institutional Support, Instruction, Public Service, R&D Research, Training)
   c. **Fund** – Funding source (where the funds are coming from)
   d. **Worker Location** – University of New Orleans
7. **Distribution Percent** – Percentage of work time allocated to each job function or assignment

In the illustration above, the employee work time is distributed “75%” instruction (or teaching) and “25%” on research.
View All Costing Allocations for Worker

To view all or historical costing allocations, click View All Costing Allocations button.

![Image of View All Costing Allocations](image-url)
View All Costing Allocations for Worker

All employee costing allocations will be displayed.

If you are paid salary from a grant, you will see the Grant ID and title in the Costing (As of Start Date) (column).

NOTE: If your costing/worktags are incorrect, please reach out to your college or department business manager as soon as possible. A correction with the Payroll Department will need to be initiated.

- You may have an Earning (column) in the table, this is determined by activity pay (e.g., supplemental pay)
  - Not everyone has this column
- Depending on your position, you may see Position Restrictions (column)
  - Not everyone has this column

If you are paid on a grant and would like to see additional information about the grant worktags, or the award, directions are provided on the next pages.

Save the grant numbers from your costing allocation before you move to the next pages.

Tip: On the Workday tab you can right click and select duplicate tab. This will let you keep the costing allocation page open and look up grant information at the same time.
To view grant(s) on an award

1. In the search bar at the top of the page type: "View Grant"
2. Click enter
3. New screen will appear with **Tasks and Reports**
4. Select, **View Grant Report**
5. New screen will appear to enter or select grant
6. In **Grant** search field, you may type in your grant ID number for the award or select **All Grants**, and choose the grant you want to review
Grant Details

A new screen will appear.

**Details (tab)**

1. Grant Name – Grant title or name
2. Grant ID – Unique number assigned to your award grant used for spending (Previously known as a speedkey)
3. Include Grant ID in Name – Yes (Disregard)
4. Inactive – No (This is the grant’s status in WD system)
5. Include in – Worktags assigned at hierarchy level for grant: department/institute, funding source, and grant reimbursement type (fixed price or cost reimbursable)
6. Exempt from Reprocess Award Costs – No (Disregard)
7. Usages – 1 (or can be any number)
   a. This number represents the award(s) associated with the grant
   b. Click hyperlinked number
8. Fly-out box will appear. You will have the option to view the Award or Award Line details
   a. Award (column) – Click hyperlink for the award
   b. You will be routed to the award Overview screen
      i. Click Award Lines (tab)
      ii. Click Award Lines (sub-tab)
iii. Scroll down page to Line Details (section) and you will see Grant

iv. Click on the grant hyperlink

v. You will be routed back to the grant details screen
To view **Award Line** details:

1. Click **Usages** hyperlink number. Fly out box will appear

2. **Award Line** (column) – Click hyperlink for the award line(s) you would like to review
View Contract Line

You are routed to the Contract Line details screen.

NOTE: The award’s Worktags are displayed at the top of the screen: Cost Center, Fund, and Additional Worktags (Function). The Total Contract Amount and Line Amount are also shown. This screen also displays Line Summary, Line Detail, Customer Invoices, Schedules, and Line Amendment History tabs. Anywhere you see hyperlinks, you can view further information and will be routed to a new screen.

In table, click grant hyperlink.
Related Worktags

You will be routed back to the grant details screen.

Click Related Worktags (tab)

Default Worktag (column)

1. **Cost Center** (row) – PI department or institute
2. **Fund** (row) – Funding source (e.g., Federal, Private, State, Local, Cost Share, or Internal)
3. **Function** (row) – Scope of project or purpose of work (e.g., Academic Support, Research, Clinical Research, Equipment, Institutional Support, Instruction, Public Service, R&D Research, Training)

NOTE: The **Worktag Type** (column) corresponds to the **Default Worktags** for the PI’s award grant.
To view roles on grant

1. Click tab. The grant may have several users assigned with specific role access. These roles allow persons in various areas to view, edit, or approve grant activities.

2. The PI is assigned the **Grant Manager** role on the grant for budget management

**NOTE:** If you have any questions about your grant(s), please reach out to your assigned accountant in the Office of Research.
### CHANGES/UPDATES LIST:

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