

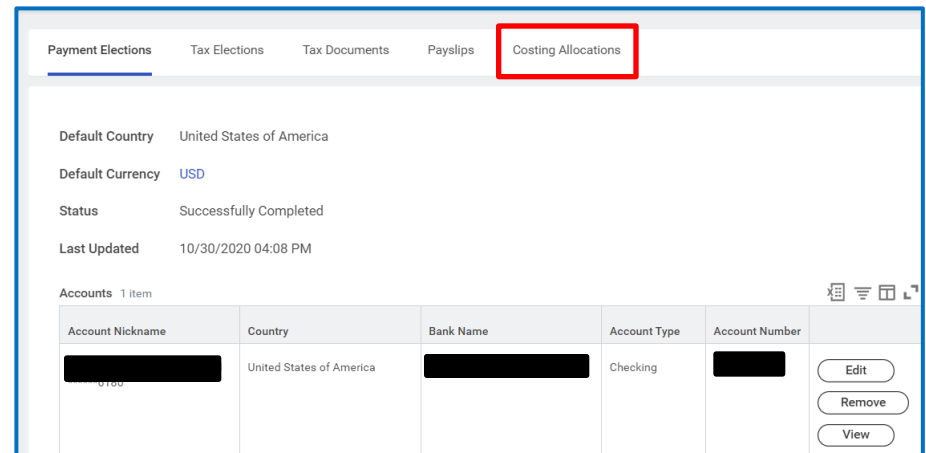
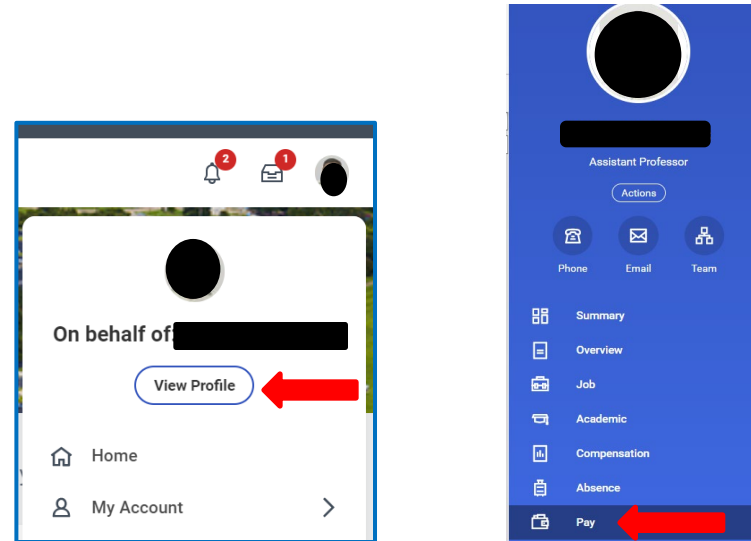
To View Costing Allocations (for Compensation)

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.

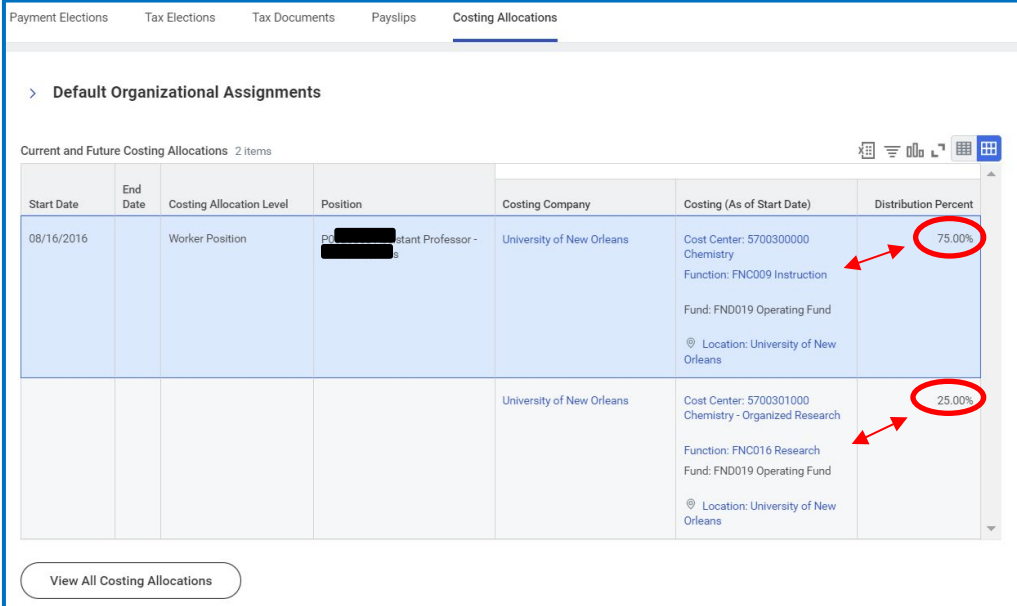


Default Organizational Assignments

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



| Start Date | End Date | Costing Allocation Level | Position | Costing Company | Costing (As of Start Date) | Distribution Percent |
|------------|----------|--------------------------|-------------------------------------|---------------------------|--|----------------------|
| 08/16/2016 | | Worker Position | PI Assistant Professor - [REDACTED] | University of New Orleans | Cost Center: 5700300000 Chemistry Function: FNC009 Instruction Fund: FND019 Operating Fund Location: University of New Orleans | 75.00% |
| | | | | University of New Orleans | Cost Center: 5700301000 Chemistry - Organized Research Function: FNC016 Research Fund: FND019 Operating Fund Location: University of New Orleans | 25.00% |

View All Costing Allocations

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.

[Payment Elections](#) [Tax Elections](#) [Tax Documents](#) [Payslips](#) **[Costing Allocations](#)**

> Default Organizational Assignments

Current and Future Costing Allocations 2 Items 🔍 ⌵ ⌶ ⌵ ⌵ ⌵

| Start Date | End Date | Costing Allocation Level | Position | Costing Company | Costing (As of Start Date) | Distribution Percent |
|------------|----------|--------------------------|----------------------------------|---------------------------|--|----------------------|
| 08/16/2016 | | Worker Position | [REDACTED] Assistant Professor - | University of New Orleans | Cost Center: 5700300000 Chemistry Function: FNC009 Instruction Fund: FND019 Operating Fund Location: University of New Orleans | 75.00% |
| | | | | University of New Orleans | Cost Center: 5700301000 Chemistry - Organized Research Function: FNC016 Research Fund: FND019 Operating Fund Location: University of New Orleans | 25.00% |

View All Costing Allocations

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

| Start Date | End Date | Costing Allocation Level | Position | Earning | Costing Company | Costing (As of Start Date) | Distribution Percent |
|------------|------------|---------------------------------|---|------------------|---------------------------|---|----------------------|
| 08/11/2021 | 05/21/2022 | Worker Position Earning | [Redacted] Assistant Professor [Redacted] | Supplemental Pay | University of New Orleans | Cost Center: 5700300000 Chemistry Function: FNC009 Instruction Fund: FND019 Operating Fund Location: University of New Orleans | 100.00% |
| 08/17/2020 | 05/31/2021 | Worker Position Earning | [Redacted] Assistant Professor [Redacted] | Supplemental Pay | University of New Orleans | Cost Center: 5700300000 Chemistry Function: FNC009 Instruction Fund: FND019 Operating Fund Location: University of New Orleans | 100.00% |
| 07/04/2022 | 08/07/2022 | Worker Position Period-Activity | [Redacted] Assistant Professor [Redacted] | | University of New Orleans | Cost Center: 5700303000 Advanced Materials Research Institute Function: FNC016 Research Fund: FND032 State Grants & Contracts Grant: [Redacted] Location: University of New Orleans | 85.0637% |
| | | | | | University of New Orleans | Cost Center: 5700100000 Biological Sciences - Instruction Function: FNC009 Instruction Fund: FND008 Federal Grants & Contracts Grant: [Redacted] Location: University of New Orleans | 14.9363% |

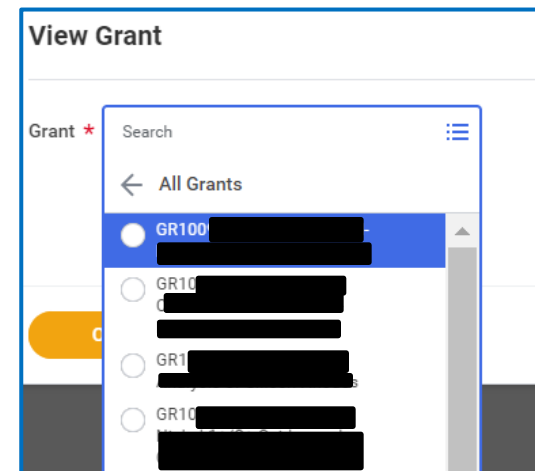
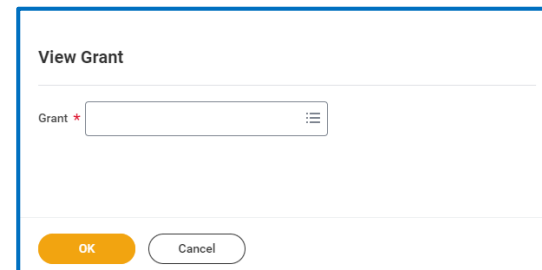
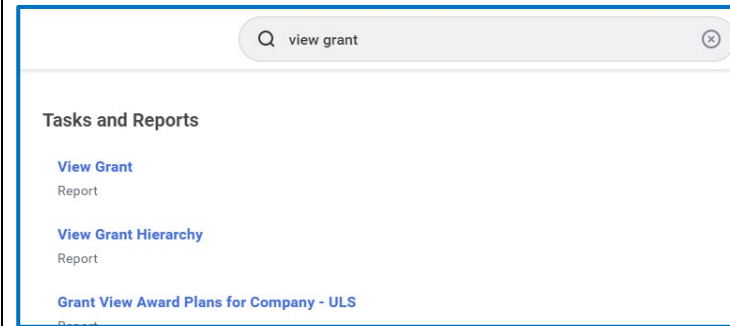
If you are paid on a grant and would like to see additional information about the grant worktags, or the award, directions are provided on the next pages.

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

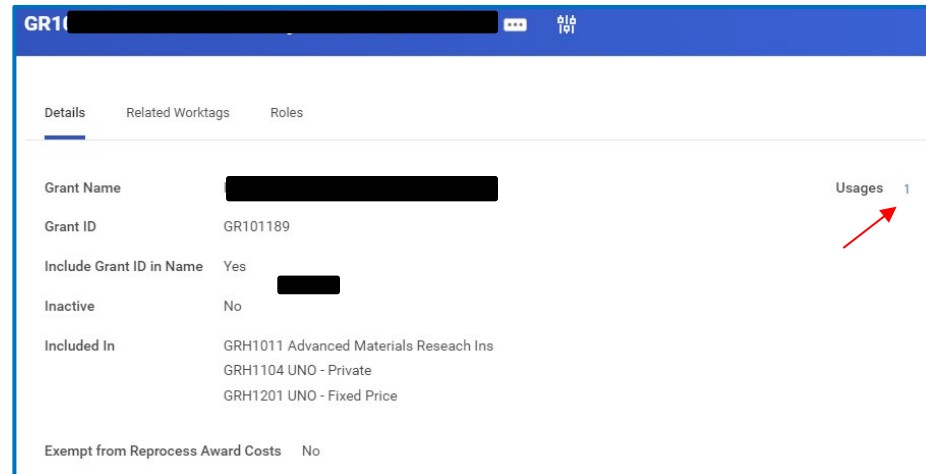


Grant Details

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



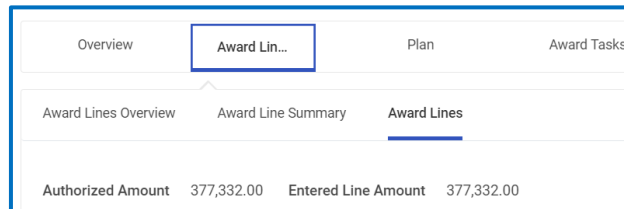
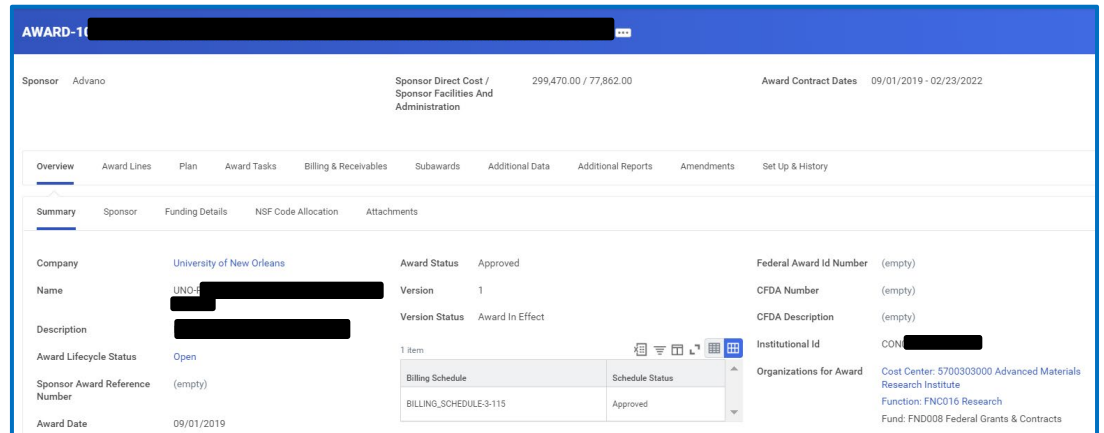
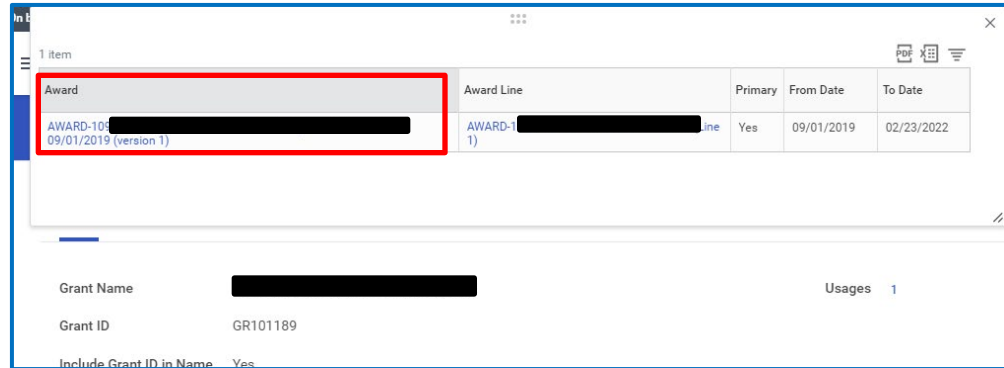
GR1([REDACTED]) 9/9 10/1

Details Related Worktags Roles

| | | |
|-----------------------------------|---|----------|
| Grant Name | [REDACTED] | Usages 1 |
| Grant ID | GR101189 | |
| Include Grant ID in Name | Yes | |
| Inactive | No | |
| Included In | GRH1011 Advanced Materials Research Ins GRH1104 UNO - Private GRH1201 UNO - Fixed Price | |
| Exempt from Reprocess Award Costs | No | |

View Award

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)



View Award Line Details

- iii. Scroll down page to **Line Details** (section) and you will see **Grant**
- iv. Click on the grant hyperlink

Line Item Details

| | |
|-----------------------------|---|
| Company | University of New Orleans |
| Line Type | Fixed Amount |
| Primary | Yes |
| → Grant | GR10 [REDACTED] |
| Line Amount | 377,332.00 |
| Revenue Category | Private Grants and Contracts |
| Award Line Lifecycle Status | Open |
| Spend Restriction | (empty) |

- v. You will be routed back to the grant details screen

GR101 [REDACTED] ⋮ 01/01/21

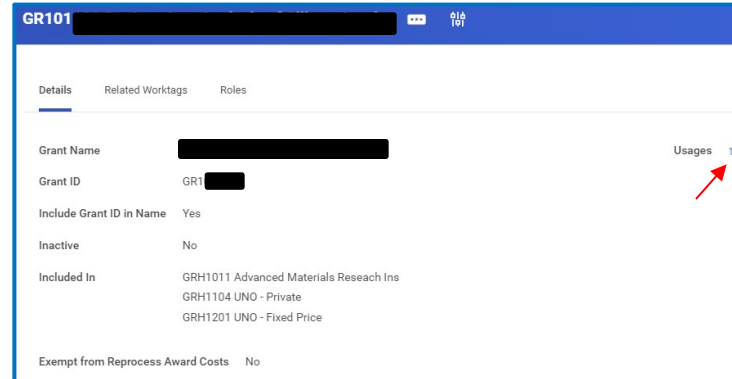
Details Related Worktags Roles

| | | |
|-----------------------------------|--|----------|
| Grant Name | [REDACTED] | Usages 1 |
| Grant ID | GR1 [REDACTED] | |
| Include Grant ID in Name | Yes | |
| Inactive | No | |
| Included In | GRH1011 Advanced Materials Reseach Ins GRH1104 UNO - Private GRH1201 UNO - Fixed Price | |
| Exempt from Reprocess Award Costs | No | |

Award Line

To view **Award Line** details:

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



GR101 [redacted] 01/10/2021

Details Related Worktags Roles

Grant Name [redacted] Usages 1

Grant ID GR1 [redacted]

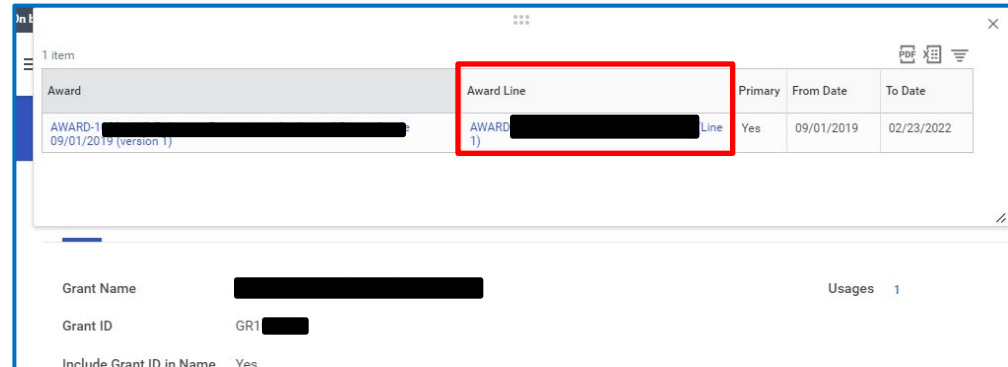
Include Grant ID in Name Yes

Inactive No

Included In GRH1011 Advanced Materials Reseach Ins
GRH1104 UNO - Private
GRH1201 UNO - Fixed Price

Exempt from Reprocess Award Costs No

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



1 item

| Award | Award Line | Primary | From Date | To Date |
|-----------------------------------|-------------------------|---------|------------|------------|
| AWARD-1 09/01/2019 (version 1) | AWARD-1 [redacted] Line | Yes | 09/01/2019 | 02/23/2022 |

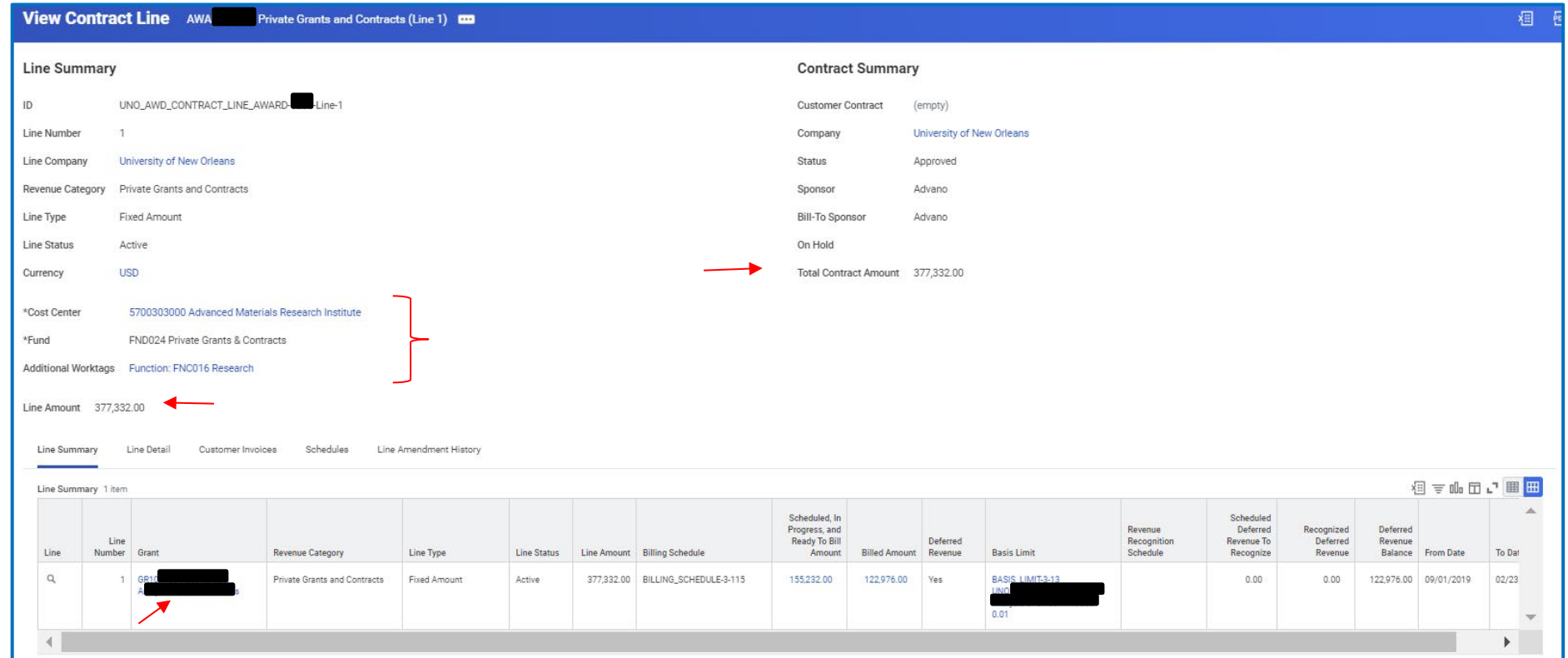
Grant Name [redacted] Usages 1

Grant ID GR1 [redacted]

Include Grant ID in Name Yes

View Contract Line

You are routed to the **Contract Line** details screen.



View Contract Line AWA [redacted] Private Grants and Contracts (Line 1)

Line Summary

ID UNO_AWD_CONTRACT_LINE_AWARD-[redacted]-Line-1

Line Number 1

Line Company University of New Orleans

Revenue Category Private Grants and Contracts

Line Type Fixed Amount

Line Status Active

Currency USD

*Cost Center 5700303000 Advanced Materials Research Institute

*Fund FND024 Private Grants & Contracts

Additional Worktags Function: FNC016 Research

Line Amount 377,332.00

Contract Summary

Customer Contract (empty)

Company University of New Orleans

Status Approved

Sponsor Advano

Bill-To Sponsor Advano

On Hold

Total Contract Amount 377,332.00

Line Summary Line Detail Customer Invoices Schedules Line Amendment History

Line Summary 1 item

| Line | Line Number | Grant | Revenue Category | Line Type | Line Status | Line Amount | Billing Schedule | Scheduled, In Progress, and Ready To Bill Amount | Billed Amount | Deferred Revenue | Basis Limit | Revenue Recognition Schedule | Scheduled Deferred Revenue To Recognize | Recognized Deferred Revenue | Deferred Revenue Balance | From Date | To Date |
|------|-------------|----------------------------|------------------------------|--------------|-------------|-------------|------------------------|--|---------------|------------------|--------------------------------|------------------------------|---|-----------------------------|--------------------------|------------|---------|
| Q | 1 | [redacted] | Private Grants and Contracts | Fixed Amount | Active | 377,332.00 | BILLING_SCHEDULE-3-115 | 155,232.00 | 122,976.00 | Yes | BASIS LIMIT-13 [redacted] 0.01 | | 0.00 | 0.00 | 122,976.00 | 09/01/2019 | 02/23 |

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

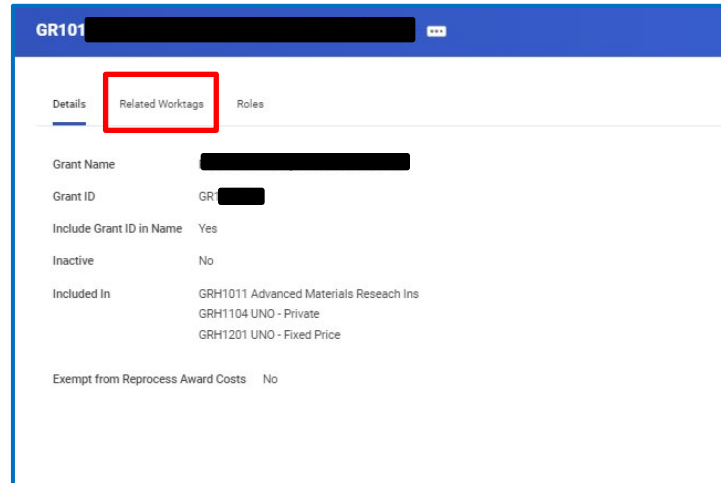
You will be routed back to the grant details screen.

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.



GR101 [REDACTED]

Details **Related Worktags** Roles

Grant Name [REDACTED]

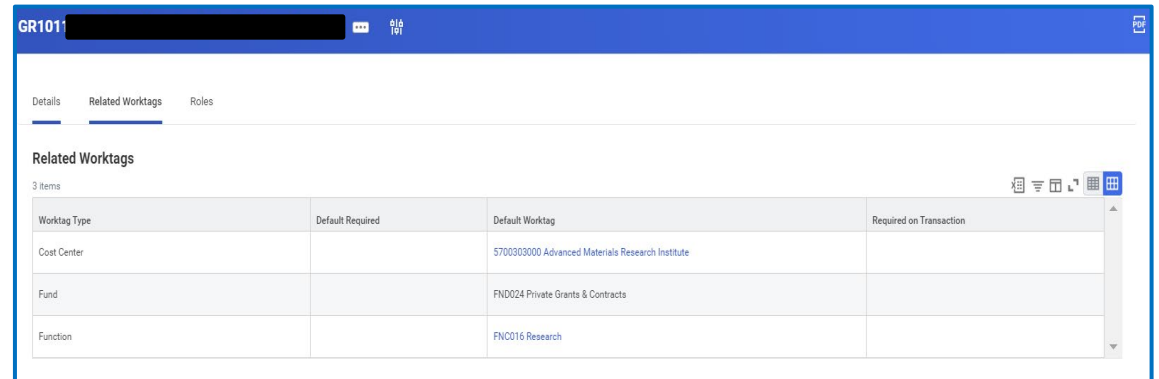
Grant ID GR [REDACTED]

Include Grant ID in Name Yes

Inactive No

Included In GRH1011 Advanced Materials Reseach Ins
GRH1104 UNO - Private
GRH1201 UNO - Fixed Price

Exempt from Reprocess Award Costs No



GR101 [REDACTED] 9/16/19

Details **Related Worktags** Roles

Related Worktags

3 items

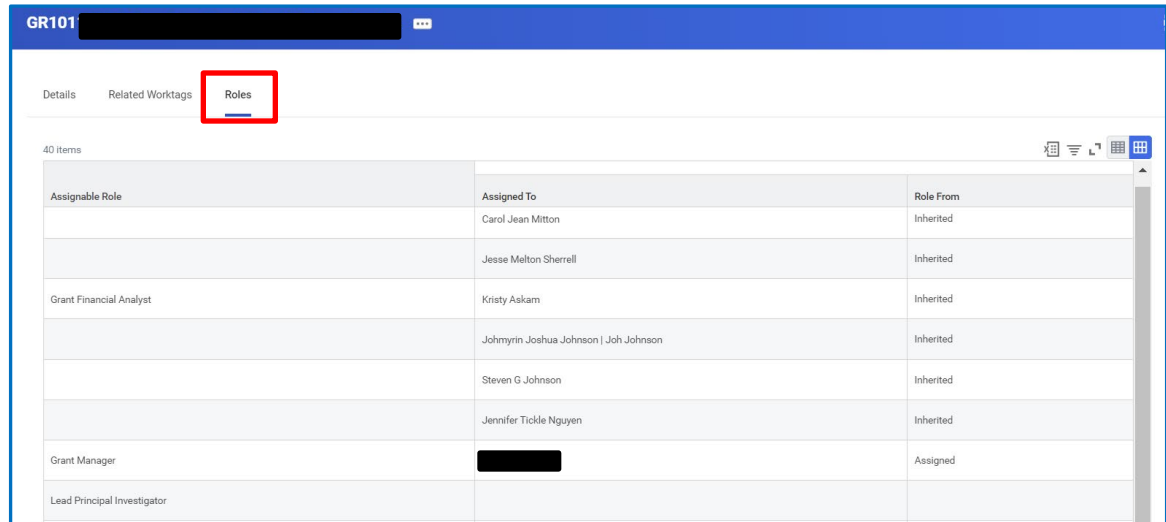
| Worktag Type | Default Required | Default Worktag | Required on Transaction |
|--------------|------------------|--|-------------------------|
| Cost Center | | 5700303000 Advanced Materials Research Institute | |
| Fund | | FND024 Private Grants & Contracts | |
| Function | | FNC016 Research | |

To view roles on grant

Roles (tab)

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.



| Assignable Role | Assigned To | Role From |
|-----------------------------|---------------------------------------|-----------|
| | Carol Jean Mitton | Inherited |
| | Jesse Melton Sherrell | Inherited |
| Grant Financial Analyst | Kristy Askam | Inherited |
| | Johmyrin Joshua Johnson Joh Johnson | Inherited |
| | Steven G Johnson | Inherited |
| | Jennifer Tickle Nguyen | Inherited |
| Grant Manager | [Redacted] | Assigned |
| Lead Principal Investigator | | |

