Education and Government

Product Summary

March 11, 2025

Contents

Education and Government

Welcome to the Education and Government book, where you can learn how to:

- Set up, manage, and bill for grants funding.
- Set up and manage endowment gifts and investment pools.
- Manage academic staff appointment and pay.
- Pay your employees for activities performed in a fixed term and payment arrangement.
- Hire students in your organization.
- Set up and manage options for U.S. Federal workers.

To learn more about how to use our documentation, click here or watch the video.

Grants Management

Setup Considerations: Grants Management

You can use this topic to help make decisions when planning your configuration and use of Workday Grants Management. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Workday Grants Management provides a comprehensive platform that enables you to configure and manage the different components of an award, including:

- Award billing.
- Award contracts.
- Award proposals.
- Effort certification.
- Facilities and administration (F&A) or indirect costs.
- Revenue recognition.
- Sponsor information.

Business Benefits

- Calculate the F&A costs associated with your award expenditures.
- Certify employee efforts with real-time data from Workday Payroll and HCM.
- Help ensure compliance with your award contracts.
- Use data from Workday Financials and other spending sources to obtain accurate accounts of your spending toward award limits.

Use Cases

- Bill your sponsors for the direct and indirect costs of your awards.
- Impose billing limits, salary caps, and spend restrictions on awards.
- Map internal spend categories to sponsor expenditure categories.
- Override or waive F&A cost rates when you renegotiate F&A rates with your sponsors.
- Notify you of tasks and reports outside of Workday that you need to complete to maintain your awards.
- Prepare effort certification reports for U.S. government sponsors.
- Track multiple grants, award line dates, and subrecipients on your awards.

Questions to Consider

Question	Consideration
Is the funding for your award sponsored or cost-shared?	You can create a fund type to indicate whether a fund: • Is sponsor-funded or cost-shared. • Has any spend restrictions. In Workday, you can create award contracts with either sponsored or cost-shared funds, but you can only bill the sponsors for awards with sponsored funds.
How do you want to calculate F&A or indirect costs for your award spending?	Workday automatically calculates F&A costs for every spend based on the F&A details you configure on cost reimbursable and fixed amount award lines.
Do your sponsors define cost categories differently from your organization?	You can use object class mapping to map cost categories in your organization to sponsor-defined cost categories. Workday uses object classes to: • Determine the spend transactions that are eligible for F&A costs calculation and reimbursement. • Report and bill your award expenditures in cost categories that the sponsor recognizes. Example: Your sponsor agrees to reimburse you for award spending in the *Lab Equipment & Supplies* cost category. Your company doesn't use the same cost category, but instead uses *Lab Equipment* and *Lab Supplies* to capture the same spends. You create an object class *Lab Equipment & Supplies*, and map the *Lab Equipment* and *Lab Supplies* spend categories to the object class. When you buy any lab equipment or supplies, Workday attaches the object class worktag *Lab Equipment & Supplies* to the spend transactions, enabling you to bill and report the expenditure to the sponsor.
Do you need to certify efforts of your workers?	When you receive federal grants from U.S. government sponsors, Workday enables you to generate effort certification reports to certify your worker efforts. You can route the effort certification reports to department or grant managers for review and approval.

Question	Consideration
	When you want to plan for payroll costing and allocation before certifying worker efforts, you can preview effort certification reports with pro forma effort certification.

Recommendations

- Configure the related worktags for your grant, program, or cost center.
- To track and report F&A costs separately from the original spend transactions, configure your award costs processing rules to override F&A spend categories and object classes.

Requirements

- Configure your company so that you can create awards and set up award costs processing rules for the company.
- To use effort certification, configure your worker data in HCM and ensure that your data is current in Workday payroll.

Limitations

No impact.

Tenant Setup

- Create a sequence ID that Workday can use to assign a sequence number to new awards, award proposals, grants, and sponsors.
- Use the **Edit Tenant Setup - Financials** task to map the sequence IDs as the business document sequence ID for award contracts, award proposals, grants, proposal grants, and sponsors.

Security

Configure these security domains in the Grants Management functional area:

Domains	Considerations
Manage: Grant	Enables you to configure and manage grants and grant hierarchies.
Process: Award	Enables you to configure and manage award attachments, award billing, and award tasks.
Process: Billing	Enables you to configure and manage award billing, including billing schedules and invoices.
Set Up: Effort Certification	Enables you to configure and manage effort certification reports.
Set Up: Funds	Enables you to configure and manage funds.
Set Up: Grants Management	Enables you to configure and manage awards, F&A configurations, and object class mapping.
Set Up: Sponsor	Enables you to configure and manage sponsors.

Business Processes

Business Processes	Considerations
Award Amendment Event	Enables you to: • Add a subprocess to create a budget amendment from the award budget. • Route an award amendment to reviewers.
Award Budget Hub Event	Enables you to submit an award budget plan for review. Can be a subprocess for the *Award Event* business process.
Award Correction Event	Enables you to correct an award.
Award Event	Enables you to create an award and route it for approval. You can also add subprocesses to create: • Award billing schedules. • Award budgets.
Award Proposal Event	Enables you to route an award proposal for review and approval.
Award Task Event	Enables you to route an award task for review and approval.
Effort Certification Event	Enables you to route effort certification reports to workers and managers for certification and administrative review. You can also add a subprocess to create payroll accounting adjustments when you make changes to worker efforts during the certification process.
Letter of Credit Draw Down Event	Enables you to: • Automatically apply letter of credit drawdown payment. • Generate payment for letter of credit drawdown. • Route the letter of credit drawdown for review and approval.
Reprocess Award Costs Event	Enables you to route the recalculated award costs for approval.

Reporting

Reports or Dashboards	Considerations
Discovery Board	Provides a visual analytics of your awards, award-related spending, or effort certification. You can use these report data sources (RDS) in your discovery board: • **Award Lines**

Reports or Dashboards	Considerations
	• **Awards** • **Award Tasks** • **Cost Reimbursable Transaction Lines** • **Effort Certification Lines** • **Effort Certifications**
Effort Certification Work Area	Enables you to view and manage all the effort certification reports that you have access to.
Find Awards report	Enables you to view award information by company and effective date. You can do a faceted search on the returned rows.
My Awards Dashboard	A Workday-delivered workspace that you can configure with worklets to report on the awards in your organization.

Integrations

Web Services	Considerations
Correct Award	Updates an award without saving the previous version.
Get Awards	Retrieves the latest versions of awards.
Get Funds *Put Fund*	Retrieves, creates, or updates funds.
Get Grants *Put Grant*	Retrieves, creates, or updates grants.
Get Sponsors *Put Sponsor*	Retrieves, creates, or updates sponsor information.
Submit Award	Creates a new award.
Submit Award Amendment	Updates an award and keeps a copy of the previous version.

Connections and Touchpoints

Features	Considerations
Banking & Settlement	You can only bill for award expenditures in these spend areas after you settle the transactions: • Expense reports. • Payroll. • Supplier Accounts.
Budgets	You can plan your award and award proposal budgets with Workday Budgets.

Features	Considerations
Customer Accounts	You can manage receivables from sponsors using Customer Accounts.
Financial Accounting	Workday posts the journals for F&A costs and revenue recognition to the ledger accounts that you configure in the account posting rule.
HCM Core	Set up employee data on HCM core before certifying employee efforts.
Payroll	During effort certification, Workday uses payroll journals to certify that worker compensations match their committed effort. When a reviewer makes a change to an effort certification, you can initiate a payroll accounting adjustment to reflect the change.
Expenses Inventory Procurement Supplier Accounts	You can associate spends from these and other functional areas within Workday to awards, and bill the sponsors for them.
Student Financials	You can charge student financial aid to awards for reimbursement. Example: A student receives financial aid from a National Science Foundation fellowship through your organization. You can charge the fellowship to the award sponsored by the National Science Foundation.
Time	You can certify an effort by work hours.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Setup Considerations: Awards on page 61
Setup Considerations: Award Costs Processing on page 45
Setup Considerations: Facilities and Administration Costs on page 24
Setup Considerations: Object Class Mapping on page 52
Tasks
Create ID Definitions and Sequence Generators

Steps: Set Up Grant Funding

Context

You can use this checklist to set up grant funding for an award. It includes setting up the:

- Rules for processing award costs for your organization.
- Funds and grants as costing worktags for your award spends.
- Financial cost categories to meet sponsor budget and expenditure requirements.

- Facilities and administration (F&A) rate agreement details.
- Award contract to capture all the information on your agreement with the sponsor, including the dates, grants, and F&A configurations on the award lines.
- Billing and revenue recognition schedules.

Steps

1. Set Up Award Costs Processing Rules on page 49.

   Configure the award costs processing rules for the company.

2. Create funds to identify the set of accounts to pay for your award costs. Use a sponsored fund type if you want to charge the award spends to the sponsor.

   See Steps: Set Up Funds on page 13.

3. Create Sponsor Types on page 16.

4. Set Up and Manage Sponsor Information on page 17.

   When the organization that grants you the award is different from the organization that reimburses you, create both organizations as sponsors. You can set them as the **Prime Sponsor** and **Bill-To Sponsor** when you create the award.

5. To bill the sponsor for reimbursable spends, create object classes to match your financial cost categories with the cost categories from your sponsor.

   See Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories on page 55.

6. Configure the details for calculating F&A costs, including cost basis types and rate agreement, from your F&A agreement. When you don't want to generate any F&A costs and only want to charge the direct costs to the sponsor, configure the F&A rate to 0%.

   See Steps: Manage Facilities and Administration Costs on page 28.

7. Create Grant Hierarchies on page 18.

   Grants and grant hierarchies inherit role assignments from the grant hierarchies above them.

8. Create Grants on page 19.

   Create the grant worktag that you want to use as the primary costing organization and revenue collector for the award. Add the fund and any other costing worktags as related worktags to the grant.

9. Create the award contract between you and the sponsor.

   Create an award with at least 1 fixed amount or cost reimbursable award line. Associate the award lines with the grants that you created. You can associate the same grant with multiple award lines as long as the award line dates don't overlap.

   You can also create a budget, configure award credits, specify special conditions and committed efforts, and set up award tasks as milestones for maintaining the award.

   See Steps: Manage Awards on page 72.

10. Set up a billing schedule to bill your sponsor. You can create either an installment or transaction type billing schedule. For installment billing schedules, you can generate all the installments ahead of time.

    See Steps: Manage Award Billing and Sponsor Payments on page 145.

11. Schedule Revenue Recognition for Awards on page 167 for fixed amount award lines with deferred revenue.

    For other types of award lines, revenue is recognized as soon as Workday processes the award costs for the spends, depending on how you configure **Award Costs Generation** on the award costs processing rules.

12. Generate Accounting for Revenue Recognition Installments on page 168.

Related Information
Concepts
Concept: Revenue Recognition for Grants on page 169

Workday Proprietary and Confidential

Funds

Steps: Set Up Funds

Prerequisites

Security: *Set Up: Fund* domain in Common Financial Management functional area.

Context

You can use funds to manage how you consume your grants. Fund worktags identify the sources of funding when associated with spending activities on awards. These worktags are typically Federal, State, and Other.

Steps

1. Create Fund Types on page 13.
2. Access the **Create Fund** task.

   Create a fund using the fund type that best captures the type of funding and restrictions for your fund.

   Assign roles to workers on the fund to enable them to access fund information and view report fields that are secured to the *Set Up: Funds* domain.
3. (Optional) Create Fund Hierarchies on page 14.

   A role in the fund hierarchy enables the assignee to access information for all the funds in that fund hierarchy.

Related Information
Tasks
Create Grants on page 19
Examples
Example: Create Sponsored Funds on page 15

Create Fund Types

Prerequisites

Security: *Set Up: Fund* domain in the Common Financial Management functional area.

Context

You can create fund types to define how you want to restrict and pay for funds. Workday uses the fund type of the fund associated with an award line to determine whether to calculate award costs for spending on the award line.

Steps

1. Access the **Create Fund Type** task.
2. As you complete the task, consider:

Option	Description
Fund Restriction	Select *Unrestricted* for funds that you want to use to pay for any type of spending, such as general funds.

Option	Description
	Select *Temporarily Restricted* for funds that you want to designate for specific programs or periods, such as funds for specific awards. Select *Restricted* for funds that you want to restrict from spend permanently, such as endowment funds.
Funded By	Select *Sponsor* to enable award costs processing. Workday calculates facilitation and administration and award revenue when you spend against funds of this fund type. You can only bill the sponsor for award costs when the grant on the award line is associated with a sponsored fund. Select *Cost Share* when you don't want to bill your sponsor for the award expenditures. You can still generate the operational transactions for facilities and administration costs for accounting purposes, without generating the revenue recognition lines, when you associate your award line with a: • Cost-shared fund. • Facilities and administration revenue allocation profile that has the **Generate Facilities and Administration Cost Share** check box selected.

Result

You can now create funds of different spend restrictions and funding sources.

Related Information
Tasks
Steps: Set Up Funds on page 13
Examples
Example: Create Sponsored Funds on page 15

Create Fund Hierarchies

Prerequisites

Security: *Set Up: Fund* domain in the Common Financial Management functional area.

Context

To enhance reporting, you can group related funds into hierarchies. You can use the fund hierarchy to:

• Easily navigate between related awards.
• Define which roles can see the fund information.
• Generate reports on grouped funds.

Steps

1. Access the **Create Fund Hierarchy** task.

2. As you complete the task, consider:

Option	Description
Fund Hierarchy ID	If you don't enter an ID, Workday creates one when you save the fund hierarchy. Once you save or submit the fund hierarchy, the fund hierarchy ID becomes the reference ID for integration purposes. Only an administrator can change the fund hierarchy ID and reference ID.
Include Fund Hierarchy ID in Name	Select to add the fund hierarchy name to the fund hierarchy ID. If the fund hierarchy name is the same as the award name, Workday uses the fund hierarchy ID to create a unique fund hierarchy name.
Superior Fund Hierarchy	When you define a superior fund hierarchy, users with assigned roles can create and approve all of the child hierarchies and funds.
Include Funds	Select all funds that belong to the **Superior Fund Hierarchy**. A fund can belong to multiple fund hierarchies.

3. (Optional) Assign additional roles to the fund hierarchy using the roles you created on the **Maintain Assignable Roles** task. Only workers with roles on the fund hierarchy can view related fund information.

Example: Create Sponsored Funds

This example illustrates how to create a sponsored fund so you can recognize revenue and bill the sponsor for your award.

Context

You want to create a fund in Alma Mater University (USA) that's:

- Paid for by the sponsor.
- Not restricted to specific types of expense.

You want to assign *Matthew Fong* as the fund manager so he can manage and report on the fund.

Prerequisites

Security: *Set Up: Fund* domain in the Common Financial Management functional area.

Steps

1. Create a sponsor-funded and unrestricted fund type:
   a) Access the **Create Fund Type** task.
   b) Enter these values:

Field	Value
Fund Type Name	*Unrestricted Sponsored Type*
Fund Type ID	*15*
Fund Restriction	*Unrestricted*

Field	Value
Funded By	*Sponsor*

   c) Select the **Include Fund Type ID in Name** check box to make your fund type name more easily distinguishable from other fund types.
   d) Click **OK** and **Done**.
2. Create a fund using the fund type that you created:
   a) Access the **Create Fund** task.
   b) Enter these values:

Field	Value
Fund Name	*Unrestricted Sponsored Fund*
Fund ID	*15*
Fund Type	*15 Unrestricted Sponsored Type*

   c) Select the **Include Fund ID in Name** check box.
   d) In the **Assign Roles** section, add these values to the row:

Field	Value
Role	*Fund Manager*
Assigned To	*Matthew Fong*

   e) Click **OK** and **Done**.

Result

You can now add the sponsored fund as a worktag to your spend transactions, or as a related worktag to your award grants. Associating sponsored funds with award-related spend transactions enables you to bill the sponsor for your award spending.

Related Information
Tasks
Steps: Set Up Funds on page 13
Create Fund Types on page 13

Sponsors

Create Sponsor Types

Prerequisites

Security: *Set Up: Sponsor* domain in Grants Management functional area.

Context

Sponsors from same industries usually share the same conditions and payment methods. You can use sponsor types to group your sponsors by the industries that they're in, such as government, nonprofit, or corporate. You can then create custom invoices, validations, or business process rules for the different sponsor types.

Steps

1. Access the **Maintain Sponsor Types** task.

2. Add a row and enter a sponsor type.

   Inactive sponsor types don't display in the **Sponsor Type** prompt on the **Create Award** task, but Workday retains existing usage.

Result

Use the **View Sponsor Types** report to view sponsor type details and usage. This report enables you to see all the related awards or proposals attached to a sponsor type.

Set Up and Manage Sponsor Information

Prerequisites

- Create any necessary sponsor types.
- Security: *Set Up: Sponsor* domain in Grants Management functional area.

Context

A sponsor or grantor is an individual or organization that funds your award. You can track contact information, payment terms and type, accepted currencies, and bank account information for your sponsors. Workday uses this information to process billing.

Some sponsors are subsidiaries of a larger organization. Workday identifies the parent as the bill-to sponsor of the award when a parent department in the sponsor organization processes award payments and remittances. You can designate different **Prime Sponsor** and **Bill-to Sponsor** on the award contract.

To change the sponsor on an award after you've begun billing the sponsor, ensure that you bill all remaining transactions to the sponsor before you make the change.

Steps

1. Access the **Create Sponsor** task.

   As you complete the header section, consider:

Option	Description
Create Sponsor from Business Entity	When you select an existing business entity as a sponsor, Workday uses available supplier data to complete sponsor fields including **Sponsor Name**, **Tax ID**, and **Contact Information**.
Status	If you select *Hold* or *Inactive*, select a **Reason** and optionally enter a **Reason Description**.
Sponsor Hierarchy	Use a hierarchy to define the relationship between multiple related sponsors.
Remit-from Sponsor	Select the sponsor that settles the billing, if different from this sponsor.

2. As you complete the tabs below, consider:

Option	Description
Related Worktags	The sponsor is an object in Workday that you can also use as a worktag.
	Set up the related worktags for this sponsor using the related worktag types that you've configured. When you select this sponsor worktag on a

Option	Description
	transaction, Workday automatically populates the default worktags with the related worktags.
Contact Information	You can add multiple contact information for a sponsor, and designate 1 of them as the primary contact. To designate a separate bill-to contact, edit the sponsor to add **Sponsor Contacts**.
Alternate Name	Add any alternate names for the sponsor that you want to use for reference or integrations to Workday.
Notes	You can use notes to: • Record conversations with customers. • Keep notes on your research. Workday records the name of the person adding the note along with a time stamp.

Result

You can now add the sponsor to your award when you create the award.

Related Information
Tasks
Configure Related Worktags
Create Awards on page 75

Grants

Create Grant Hierarchies

Prerequisites

Security:

• *Manage: Grant Hierarchies - Create* domain in the Grants Management functional area.
• *Set Up: Basic Grant Worktag* domain in the Common Financial Management functional area.

Context

To enhance reporting, you can group related grants into hierarchies. You can use 1 or more hierarchies or user-based roles to route your grants. If you don't specify roles on a grant, Workday populates the grant roles based on the grant hierarchy roles.

Steps

1. Access the **Create Grant Hierarchy** task.
2. As you complete the task, consider:

Option	Description
Grant Hierarchy ID	If you don't enter an ID, Workday creates one when you save the grant hierarchy. Once you

Option	Description
	save or submit the grant hierarchy, the grant hierarchy ID becomes the reference ID for integration purposes. Only an administrator can change the grant hierarchy ID and reference ID.
Include Grant Hierarchy ID in Name	Select to add the grant hierarchy name to the grant hierarchy ID. If the grant hierarchy name is the same as the award name, Workday uses the grant hierarchy ID to create a unique grant hierarchy name.
Superior Grant Hierarchy	When you define a superior grant hierarchy, users with assigned roles can create and approve all of the child hierarchies and grants.
Include Grants	Select all grants that belong to the **Superior Grant Hierarchy**. A grant can belong to multiple grant hierarchies.

3. (Optional) Assign additional roles to the grant hierarchy using the roles you created on the **Maintain Assignable Roles** task. Only workers with roles on the grant hierarchy can view related grant information.

Related Information
Concepts
Concept: Assign Roles
Tasks
Set Up Assignable Roles
Create Custom Business Processes
Set Up Reference IDs

Create Grants

Prerequisites

- Set up grants.
- Security: *Manage: Grant - Create* and *Set Up: Grants Management* domains in the Grants Management functional area.

Context

Grants enable you to capture costs and revenue for a sponsored project. You can charge award expenditures to an award line when you:

- Specify a grant on the award line.
- Add the grant worktag to all spend transactions for the award line.

Grant worktags enable you to:

- Record financial activity for awards.
- Recognize revenue on awards.
- Record obligations and commitments.
- Charge facilities and administration (F&A) expenses or indirect costs to awards.
- Impose salary cap from sponsors.

When you reprocess award costs, Workday can consider all the grants associated with your company or award. When you close out awards or award lines, you can edit the grants on the award lines to exempt them from future award costs reprocessing.

You can use the salary caps on grants in payroll costing allocation with or without Workday Grants Management.

Note: Workday recommends that you create grants using the **Create Grant** task instead of the **Maintain Basic Grants** task.

Steps

1. Access the **Create Grant** task.
2. As you complete the task, consider:

Option	Description
Grant ID	If you don't enter an ID, Workday creates one for you when you submit the grant.
	When you create a sequence ID definition using the sequence ID generator, Workday generates an ID in sequential order. Once you save or submit the grant, the grant ID becomes the reference ID for integration purposes. Only an administrator can change the grant ID and reference ID.
Include Grant ID in Name	Select this option to add the grant ID to the grant name. When your grant and award have the same name, including the grant ID can help you differentiate your grant from your award.
Inactive	You can inactivate a grant to prevent future award costs from being charged to it.
	To inactivate a grant, access the related actions menu of the grant that you want to inactivate, and select **Grant** > **Inactivate**.
	To ensure that inactive grant worktags aren't used on spend transactions, configure the worktag usage for each specific transaction to disallow inactive *Grant* worktag type. Example: To prevent users from adding inactive grant worktags to supplier invoices, edit the worktag usage for *Supplier Invoice* to select the **Disallow Inactive Values** check box for the *Grant* worktag type. See Configure Worktags for Transactions.
Grant Hierarchy	You can add a grant to more than 1 hierarchy. The grant inherits the roles from each grant hierarchy that the grant belongs to.
Salary Cap for Grant	Select a salary cap that you want to impose on spends against the grant.
	To use salary cap:
	• Without Workday Financials and Grants Management, specify the salary cap on the grant.

Option	Description
	• On awards with Workday Financials and Grants Management, you must specify the salary cap on the award line. See Create Awards on page 75. If salary cap is specified on both the grant and the award line, the salary cap on the award line takes precedence. You can only specify salary caps when you create or edit new grants. You can't add a salary cap or salary cap override after you associate the grant with an award line.
Salary Cap Override for Grant	Select a salary cap interval to use when you want to apply a specific salary cap amount regardless of when payroll costing occurs. When you don't specify an override, Workday uses the salary cap amount for the salary cap interval that matches payroll costing.
Exempt from Reprocess Award Costs	To exclude a grant from award costs reprocessing, edit the grant and select this check box. When you select this check box but don't enter a budget date, Workday always excludes the grant from award costs reprocessing. You can exempt a grant from award costs reprocessing when you close the award or award line for the grant and can no longer bill the sponsor.
Reprocess Award Costs After Budget Date	To exclude a grant from award costs reprocessing only up to a specific budget date, enter the budget date. You can only enter this date when you select the **Exempt from Reprocess Award Costs** check box. When you reprocess award costs for budget dates after this date, Workday includes the grant in the recalculations of your award costs.

3. (Optional) On the **Related Worktags** tab, add related worktags to the grant.

   To enable Workday to calculate F&A costs and award revenue when you spend against the grant, you can either:

   - Specify a sponsored fund as the related fund worktag.
   - Add a sponsored fund worktag directly on the spend transactions.

   Example: You want to set up your grant such that when you associate spend transactions with the grant worktag, the spend transactions automatically take on the related worktags:

   - Cost Center: *4220 Mathematics*
   - Fund: *02 Sponsored Programs Fund*
   - Program: *113 Math*

   Specify these values in the **Related Worktags** section:

Worktag Type	Default Worktag
Cost Center	*4220 Mathematics*
Fund	*02 Sponsored Programs Fund*
Program	*113 Math*

4. (Optional) On the **Assign Roles** tab, assign additional roles to the grant for access to view report results for plan lines, journal lines, award lines, and award tasks.

Result

You now have a full grant worktag that you can:

- Specify on award lines to capture costs and revenue.
- Add as additional worktag on spend transactions to charge spend amounts to an award.
- Add as additional worktag on worker payroll costing allocations to charge worker compensations to an award.

Related Information
Concepts
Concept: Assign Roles
Tasks
Set Up Reference IDs
Create ID Definitions and Sequence Generators
Create Salary Caps
Configure Related Worktags
Set Up Assignable Roles
Create Awards on page 75
Reference
Reference: Award Lifecycle Tasks on page 101
The Next Level: Salary Over the Cap

Mass Exempt Grants from Reprocessing Award Costs

Prerequisites

- Create a grant.
- Security: *Manage: Grant / Grant Hierarchies - Edit* domain in the Grants Management functional area.

Context

When you make changes to spends or award lines that might affect award costs, you can recalculate the facilities and administration costs and revenue recognition. When you don't want to the recalculation to include charges to specific grants, you can edit the grants individually or mass exempt multiple grants from award costs reprocessing.

You can't mass exempt grants from reprocessing when Workday is in the process of reprocessing award costs. Wait for the reprocess to complete, then mass exempt the grants and run reprocess again.

Steps

1. Access the **Mass Exempt Grants from Reprocess** task.
2. Select the grants that you want to exclude from the recalculation of award costs.
3. As you complete the task, consider:

Option	Description
Reprocess Award Costs After Budget Date	Workday excludes all the grants you select from reprocessing award costs before and up to this budget date. Reprocessing award costs after this date includes the grants. You can override this budget date on the individual grant lines. When you exempt a grant but don't enter a budget date, Workday excludes the grant from all recalculations of award costs.
New Reprocess Award Costs After Budget Date	Use this field to override the budget date set by either: • **Reprocess Award Costs After Budget Date**. • **Current Reprocess Award Costs After Budget Date**.
Currently Exempt from Reprocess Award Costs	Displays whether the grant is currently exempt from award costs reprocessing. You can't unexempt a grant from this task. To unexempt a grant that's already exempted, edit the grant.
Current Reprocess Award Costs After Budget Date	The current budget date to exclude the grant from award costs reprocessing, if it's set. To update this date, enter the new date in the **New Reprocess Award Costs After Budget Date** field.

Result

When you run the **Reprocess Award Costs** task, Workday excludes the grants that you exempted from the recalculations of award costs.

Related Information
Tasks
Reprocess Award Costs on page 35
Create Grants on page 19

Facilities and Administration Award Costs

Setup Considerations: Facilities and Administration Costs

You can use this topic to help make decisions when planning your configuration and use of facilities and administration (F&A) costs for competitive awards with cost reimbursable and fixed amount award lines. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

F&A costs are the indirect costs associated with the administrative operations of an award.

Business Benefits

- Workday automatically calculates F&A costs based on your terms and rates, eliminating the need to calculate the costs manually.
- You can bill and recognize revenue for indirect costs along with the original spends for your award.
- You have the flexibility to waive or override the institutional F&A rate with a new rate.
- You can set a limit on the amount of direct spends that Workday can use to calculate F&A costs on an award line.

Use Cases

- You want to calculate F&A costs for all award spending except lab equipment.
- You want to apply different F&A cost rates for on campus and off campus research.
- You've changed the budget date of the original spend transaction, and need to recalculate the F&A costs at a different cost rate.
- You want to record and bill the sponsor separately for F&A costs and for original spends.
- You want to waive the F&A costs for the sponsor and pay for the costs with funds from your own organizations.
- You want to limit the F&A costs that award subrecipients can request for reimbursement.

Questions to Consider

Question	Considerations
Which of your spend categories share the same F&A cost rates?	You can map spend categories that share the same F&A cost rate to the same object class. Workday applies the same F&A rate to all the spends in the same object class.
How do you determine the F&A cost rate?	You can configure these terms on your award line to determine the rate with which Workday uses to calculate F&A costs: • Basis limit. • Basis type.

Question	Considerations
	• Cost rate type. • Exception rules. • Location of the spend. • Object class set.
Do you want to apply more than 1 F&A cost rate for the same award?	When you want to apply different cost rates for different periods on the same award, you can use an F&A exception to override the original primary rate. You can also specify cost rates by object classes. You can waive the original cost rate by applying a new rate for the sponsor and charging the difference to your own organizations.
Which ledger accounts do you want to post F&A transactions to?	You can create an account posting rule set to specify the ledger accounts for posting F&A costs and revenue recognition transactions.
How do you want to limit F&A costs in your award?	You can set basis limit on the award line to limit the maximum direct costs that Workday can use to calculate F&A costs. To limit the amount that subrecipients can charge to your award, you can specify basis limit on the subaward lines.
Which organizations should pay for F&A costs not covered by your sponsor?	You can distribute F&A costs not covered by your sponsor to 1 or more organizations or funding sources by configuring the F&A waived expense allocation profile.
How do you want to report on and bill for the F&A costs?	By default, Workday records all F&A costs along with the original spends and you bill for both at the same time. To report and bill F&A costs separately from the original spends, you can configure your company award costs processing rule to override the spend category or object class for F&A.
Which organizations do you want to allocate F&A revenue to?	You can distribute F&A revenue to 1 or more organizations by configuring an F&A revenue allocation profile. You can allocate revenue from sponsors or from cost-share funds.

Recommendations

Configure your company award costs processing rules to:

• Generate award costs at business process completion rather than at settlement, to streamline revenue recognition for your award.
• Override object classes and spend categories for indirect costs, so that you can separate the indirect costs from the direct costs on your sponsor invoices.

To avoid calculating F&A costs on previously calculated costs, set up F&A rate agreement with 0% rate when you post historic balances to awards.

Requirements

- Map internal spend categories to sponsor object classes before creating a cost basis type. Workday only calculates F&A costs for spend transactions in the object classes of the cost basis types.
- Include grant worktags on the spend lines that you want to generate F&A costs on. Workday uses the grant worktags on the spend transactions to determine which award line and F&A cost rate to use.

Limitations

You can't use the same F&A exception on more than 1 award.

Tenant Setup

When you reprocess award costs, Workday cancels the previous F&A journal lines and creates new F&A journal lines to replace them. To reverse previous F&A journal lines instead, access the **Edit Tenant Setup - Financials** task and enable the reversal of accounting journals in the *Journal Options* section.

Security

Configure these domains in the Grants Management functional area:

Domains	Considerations
Manage: Grant Proposals *Process: Award - Core*	Enables you to configure and view: - F&A Exceptions. - Waived expense allocation profiles.
Set Up: Grants Management	Enables you to configure and view these F&A settings: - Cost basis types. - Cost rate types. - Rate agreements. - Revenue allocation profiles. - Waived expense allocation profiles.

Business Processes

When you reprocess award costs due to a change in F&A configuration or spend transaction, Workday cancels and replaces previously calculated F&A costs lines, and routes this process to a reviewer for review and approval. You can configure the *Reprocess Award Costs Event* business process to specify who to route the reviews and approvals to.

Reporting

Reports	Considerations
View Accounting for Facilities and Administration	This report enables you to view the accounting for the F&A costs related to a spend, including the: - Ledger accounts where the F&A journal lines are posted. - Budget dates. - Amounts. - Worktags.

Reports	Considerations
	You can access this report from the related actions menu of the approved supplier invoices for the original spend.
View Facilities and Administration Cost Basis Types	This report enables you to view the cost basis types and object classes in an object class set. Using this report and the object class map, you can determine the cost basis type for a spend category.
View Facilities and Administration Exception	This report enables you to view the details of an exception to an F&A rate agreement.
View Facilities and Administration Rate Agreement	This report enables you to view the F&A rate for a location, rate type, and budget start date.
View Facilities and Administration Revenue Allocation Profile	This report enables you to view the allocation of F&A revenue and whether there's cost sharing from your own organization.
View Facilities and Administration Waived Expense Allocation Profile	This report enables you to view the allocation of waived costs not covered by your sponsor.

Integrations

Web Services	Considerations
Get Facilities and Admin Basis Types *Put Facilities and Admin Basis Type*	Retrieve, update, or create cost basis types.
Get Facilities and Admin Cost Rate Type Types *Put Facilities and Admin Cost Rate Type Type*	Retrieve, update, or create different F&A cost rate types.
Get Facilities and Admin Exceptions *Put Facilities and Admin Exception*	Retrieve, update, or create exceptions to F&A rate agreements.
Get Facilities and Admin Object Class Mappings *Put Facilities and Admin Object Class Mapping*	Retrieve, update, or create the mappings of internal spend categories to sponsor object classes.
Get Facilities and Admin Rate Agreements *Put Facilities and Admin Rate Agreement*	Retrieve, update, or create F&A rate agreements.
Get Facilities and Admin Revenue Allocation Profiles *Put Facilities and Admin Revenue Allocation Profile*	Retrieve, update, or create profiles to distribute revenue from the sponsor.
Get Facilities and Admin Waived Expense Allocation Profiles *Put Facilities and Admin Waived Expense Allocation Profile*	Retrieve, update, or create profiles to allocate the F&A costs not reimbursable by your sponsor to funds.

Connections and Touchpoints

Features	Considerations
Customer Accounts	You can create customer invoices to bill the sponsor for direct and indirect costs for an award.
Expenses	You can calculate F&A costs on expenses for an award.
Financial Accounting	You can configure account posting rules to set the ledger accounts for posting F&A journal lines.
Payroll	You can calculate F&A costs on employee compensation for an award.
Supplier Accounts	You can calculate F&A costs on supplier invoice lines that contain grant worktags. You can view the accounting for F&A costs from the original supplier invoices.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Setup Considerations: Object Class Mapping on page 52
Setup Considerations: Award Costs Processing on page 45
Concept: Accounting and Operational Journals
Tasks
Create Facilities and Administration Exceptions on page 33
Reprocess Award Costs on page 35
Reference
Reference: Facilities and Administration Spend Transactions on page 37
Reference: Award Costs Reports on page 41

Steps: Manage Facilities and Administration Costs

Prerequisites

Set up award costs processing rules for your company.

Context

For awards with cost reimbursable and fixed amount award lines, you can calculate facilities and administration costs (F&A) by:

- Mapping your internal cost categories with sponsor requirements.
- Creating cost basis types, cost rate types, rate agreements, and revenue allocation profiles to specify on your award lines.
- Defining any F&A exceptions that you want to apply to the award line.

Steps

1. Create object classes to match your internal cost categories with the cost categories from your sponsor.
   See Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories on page 55.

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2. Create Facilities and Administration Cost Basis Types on page 30.

3. Assign a F&A rate agreement to the award line.

   See Steps: Create Facilities and Administration Rate Agreements on page 29.

4. Allocate Facilities and Administration Revenue on page 31.

   Assign a revenue allocation profile to the award line.

5. (Optional) Allocate Waived Facilities and Administration Expenses on page 32.

6. (Optional) Create Facilities and Administration Exceptions on page 33.

   • Override the rate agreement for F&A with an award-specific rate.
   • Override the cost basis type for F&A with an award-specific cost basis type.
   • Waive a portion of the F&A costs on an award.

7. (Optional) Reprocess Award Costs on page 35.

   When you make changes that might impact F&A calculation, you can reprocess the award costs to correct the F&A and revenue amounts.

Related Information
Concepts
Concept: Facilities and Administration for Awards on page 36
Reference
Reference: Facilities and Administration Spend Transactions on page 37

Steps: Create Facilities and Administration Rate Agreements

Prerequisites

• Create object class mapping.
• Create facilities and administration (F&A) cost basis types.
• Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

For awards with cost reimbursable and fixed amount award lines, you can create rate agreements to define the F&A reimbursement rates for different types of expenses. You can then specify the rate agreements on the award lines that you want to apply the rates to.

Steps

1. Access the **Create Facilities and Administration Cost Rate Definition Location** task.

   Enter the location where your sponsored program occurs.

   Example: On Campus.

2. Access the **Create Facilities and Administration Cost Rate Definition Name** task.

   Specify the activities or cost elements that occur in the sponsored program.

   Example: On Campus Research.

3. Access the **Create Facilities and Administration Cost Rate Type Type** task.

   Define the types of cost rate type that you can select for the F&A agreement.

   Example: Fixed.

4. Access the **Create Facilities and Administration Rate Agreement** task.

   As you complete the task, consider:

Option	Description
Basis Type	Select a cost basis type that you created on the **Maintain Facilities and Administration Cost**

Option	Description
	Basis Types task. The cost basis type specifies the set of expenses that are the basis for F&A reimbursement for an award.
Rate Types	In the **Rate Types** grid, add a row for each **Name & Location** of the expenditure that the rate should apply to. Example: *On Campus Research*. On each row, add subrows to define the F&A rates for the F&A cost rate type types that you want to apply to the name & location rate. Consider: • Select or create a **Type** to indicate the applicable F&A agreement. Examples: *Provisional*, *Final*. • Select a **Start Date** that identifies the effective start date for the rate type. Workday leaves the effective end date open to ensure calculation of F&A costs. To apply different cost rates for different date ranges with the same rate type, add another subrow for the rate type and enter the start dates for the different date ranges. Workday generates the end date based on the start date of the next date range for the same rate type. • Enter a **Rate (%)** to track the approved portion of F&A costs for the rate type.

Result

You can identify expenses captured in your internal financial spend categories as F&A costs recognized by your award.

Next Steps

Specify the rate agreement on your cost reimbursable or fixed amount award line.

Related Information
Concepts
Tasks

Create Facilities and Administration Cost Basis Types

Prerequisites

• Create an object class set.
• Create object class mapping.
• Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

For awards with cost reimbursable and fixed amount award lines, you can create cost basis types to identify the object classes that incur facilities and administration (F&A) costs. You can then create F&A rate agreements for specific cost basis types to apply the corresponding F&A rates to your award spending.

Steps

1. Access the **Maintain Facilities and Administration Cost Basis Types** task.
2. As you complete the task, consider:

Option	Description
Object Class Set	Select an object class set that you created on the **Create Object Class Set** task. Example: Federal Grants.
Basis Type Name	Define your cost basis types. Example: Modified Total Direct Costs and Total Direct Costs.
Object Class	Select at least 1 object class that incurs F&A costs.

Next Steps

Create a facilities and administration rate agreement.

Related Information
Concepts
Concept: Facilities and Administration for Awards on page 36
Tasks
Steps: Manage Facilities and Administration Costs on page 28

Allocate Facilities and Administration Revenue

Prerequisites

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

Workday enables you to share facilities and administration (F&A) or indirect cost revenue reimbursement across organizations. You can configure revenue allocation profiles to distribute F&A revenue among organizations by using override and transaction worktags to split revenue.

Allocation must equal 100% for each organization type for an award. Example: If using a cost center and a fund, both worktag distributions must total 100%.

When you complete a spend transaction, Workday posts the:

• Total F&A costs to the **Facilities and Administration Cost Expense** account posting rule, with worktags from the original spend transaction.
• Distributed F&A costs to the **Facilities and Administration Cost Revenue** account posting rule, split according to worktags in the revenue allocation profile.

Steps

1. Access the **Create Facilities and Administration Revenue Allocation Profile** task.

2. Add a row for each organization that you want to distribute the F&A revenue to, and add a subrow in the **Worktag Offset Overrides for Distribution** section for each worktag that you want to allocate to. As you complete the task, consider:

Option	Description
Generate Facilities and Administration Cost Share	When you have a cost share fund on your journal entry lines, select this check box to include the cost share portion of F&A in your accounting entries.
Type	Select a worktag type for the organization to distribute the F&A revenue to. This worktag type determines the worktag that you can select in the Worktag prompt. When you: • Select **Type** and don't select **Worktag**, the F&A revenue recovery excludes the worktag type. • Don't select **Type**, the F&A revenue recovery uses the worktag associated with the source spend transaction.
Worktag	Select a worktag for the F&A revenue, to override the worktag on the source spend transaction. You can override any worktag except the grant worktag.

Example

To distribute 70% of the F&A revenue to the College of Art & Sciences cost center, and 30% to the Natural Sciences cost center, add 2 rows with these values:

Distribution Percent	Type	Worktag
70	Cost Center	Cost Center:4200 College of Arts & Sciences
30	Cost Center	Cost Center:4280 Natural Sciences

Next Steps

Assign a revenue allocation profile to each award line.

Related Information
Tasks

Allocate Waived Facilities and Administration Expenses

Prerequisites

Security: These domains in the Grants Management functional area:

• *Manage: Grant Proposals*
• *Process: Award - Core*

• *Set Up: Grants Management*

Context

For awards with cost reimbursable and fixed amount award lines, you can create profiles that specify how to allocate waived facilities and administration (F&A) expenses to different organizations and funding sources.

Steps

1. Access the **Create Facilities and Administration Waived Expense Allocation Profile** task.
2. As you complete the task, consider:

Option	Description
Distribution Percent	Enter the percentage of costs that you want to allocate to the specified worktags. The sum of the allocation percentages for all rows must equal 100%.
Worktag	Select an organization worktag for the allocation. For waived F&A expenses, select a fund other than a sponsor fund.

Next Steps

Add an F&A waived expense allocation profile to an F&A exception.

Related Information
Tasks
Steps: Manage Facilities and Administration Costs on page 28
Create Facilities and Administration Exceptions on page 33

Create Facilities and Administration Exceptions

Prerequisites

• Create Facilities and Administration Cost Basis Types on page 30.
• Steps: Create Facilities and Administration Rate Agreements on page 29.
• Add the F&A rate agreement on an award line.
• Security: These domains in the Grants Management functional area:

  • *Manage: Grant Proposals*
  • *Process: Award - Core*

Context

For awards with cost reimbursable and fixed amount award lines, you can use F&A exceptions to:

• Override the F&A or indirect cost rate on your F&A rate agreement with a new rate.
• Waive part of the F&A costs for your sponsor and distribute the waived costs among your organizations.

You can also create exceptions to override or waive F&A rates only for specific object classes within a basis type.

You can only associate 1 award with each F&A exception.

Steps

1. Access the **Create Facilities and Administration Exception** task.

2. As you complete the task, consider:

Option	Description
Exception Name	F&A exceptions are specific to awards. For easy identification, enter a unique name that associates the award with the exception.
Basis Type	Workday uses the basis type to determine the object classes eligible for F&A cost reimbursement. Select either: • The same basis type as the basis type on the F&A rate agreement that you want to associate with this exception. • A basis type with the same object class set as the basis type on the F&A rate agreement.
Exception Type	For all spending in the basis type, select whether you want to override the institutional F&A rate, waive the rate, or both. To override or waive F&A rates only for spending in specific object classes: • Select *No Primary Exception*. • Add the details in the **Exception Detail** section.
Primary Rate Override	Enter the new percentage rate with which to override the F&A rate in the rate agreement. This rate applies to all expenditures in the basis type that you select.
Primary Waive Rate	Enter the new percentage rate to charge to the sponsor. Your organization incurs the difference between the waive rate and the F&A rate in the rate agreement. Example: The F&A rate on the rate agreement is 50%, but your sponsor will only pay 30%. Set the primary waive rate to *30*, and incur the remaining 20% according to allocations in the waived expense allocation profile.
Waived Expense Allocation Profile	Workday distributes the underrecovery across organizations or other funding sources according to the waived expense allocation profile that you select.

3. (Optional) To override or waive the F&A cost rate for a specific object class, add a row in the **Exception Detail** section. As you complete the row, consider:

Option	Description
Object Class	Select the object class that you want to apply the F&A exception to. You can select from object classes in the **Basis Type** object class set.

Option	Description
	To avoid applying the F&A exception to unmapped spend categories or pay component groups, don't specify the default object class in your object class set.

Result

Workday applies exceptions to expense items that map to object classes on award lines.

To review the F&A accounting, select **Accounting** > **View Accounting** from the related actions menu of the original spend. Workday debits nonwaived expenses to a sponsor fund. Workday distributes waived expenses across organizations or other funding sources according to the waived expense allocation profile.

Related Information
Tasks
Create Awards on page 75
Examples
Example: Override Facilities and Administration Cost Rate for Specific Object Classes on page 43

Reprocess Award Costs

Prerequisites

Configure the *Reprocess Award Costs Event* business process and security policy in the Financials: Grants functional area.

Context

You can reprocess F&A costs and award revenue on spend transactions that have already occurred when you change these fields that affect award costs and billing:

- F&A rate agreement.
- F&A Exception.
- Basis limit.
- Waived expense allocation profile.
- Revenue allocation profile.
- Spend transaction budget dates.
- Sponsor.

When you make these changes after billing the sponsor, Workday recommends that you reprocess the award costs and create new customer invoices with the updated F&A transactions.

When you change the sponsor on an award, you can reprocess award costs to update the sponsor on affected spend transactions to the new sponsor, including any spend transactions with budget dates that fall outside the award line dates when the award costs processing rules is set to ignore award line dates.

Note: Reprocessing award costs doesn't update the object classes on the original spend transaction, F&A expense, or award revenue journal lines.

You can exclude closed or reconciled grants from award costs reprocessing by either editing the grants individually or mass exempting them from recalculation.

You can only reprocess award costs for spends on cost reimbursable and fixed amount award lines.

Steps

1. Access the **Reprocess Award Costs** task.
2. As you complete the task, consider:

Option	Description
Company	Select the organization for which to reprocess F&A costs. You can't select company hierarchies for award costs reprocessing.
Accounting Date	Enter the accounting date for posting the reprocessed results to the ledgers.
Budget Start Date **Budget End Date**	Enter the range of budget dates for the original spend transactions on which you want to reprocess award costs.

3. Enter other selection criteria to specify the spend transactions that you want to reprocess.

Result

Workday reprocesses F&A costs and the associated award revenue recognition for spend transactions, and posts adjustments to the ledger on the specified accounting date.

Example
You changed the provisional F&A rates to final rates in an existing rate agreement. Reprocess the award costs to update the F&A costs and award revenue recognition for the associated awards.
Related Information
Tasks

Create Facilities and Administration Exceptions on page 33

Steps: Create Facilities and Administration Rate Agreements on page 29

Allocate Waived Facilities and Administration Expenses on page 32

Allocate Facilities and Administration Revenue on page 31

Mass Exempt Grants from Reprocessing Award Costs on page 22

Create Grants on page 19

Concept: Facilities and Administration for Awards

When you spend against a cost reimbursable award line, Workday generates the facilities and administration (F&A) costs and revenue for the spends automatically. You can use the award costs processing rule and F&A configurations to determine the calculation and accounting for F&A. There are criteria that must be met for Workday to generate F&A on a spend.

You can configure fixed amount award lines to calculate F&A costs, but you won't be able to bill the sponsor for F&A revenue on fixed amount award lines.

Award Costs Processing

You can configure award costs processing rules for your company to specify:

• When to generate F&A and revenue recognition operational journals for your award spending. Workday recommends that you generate the journals at the business process completion of the original spend.
• Whether to calculate F&A and revenue recognition for award spending that occurs outside of the award line dates.
• The spend category and object class to use when you want to record F&A costs separately from the direct costs.

To configure the award costs processing rule, access the **Company** > **Edit Award Costs Processing Rules** task from the related actions menu of a company.

F&A Configurations

Workday calculates the F&A costs of a spend based on these configurations, which you directly or indirectly associate with a cost reimbursable or fixed amount award line on the award:

- Basis Limit
- Basis Type
- Cost Basis Type
- Cost Rate Type
- Exceptions
- Rate Agreement
- Waived Expense Allocation Profile

Criteria for Calculating F&A

For Workday to calculate F&A for a spend against an award line, verify that:

- The source transaction has a sponsor-funded fund.
- The source transaction has a grant worktag.
- You approve the spend transaction.
- The grant on the award line is active.
- The award status is *Approved*.
- The award line status is *Active*.
- There's an F&A rate agreement on the award line.
- When an award has multiple versions, an F&A rate agreement exists on all versions of the award.
- There's an object class set on the award line.
- There's a revenue allocation profile on the award line.
- You map the spend category or spend category hierarchy to an object class.
- The F&A basis type on the award line contains the object class of the spend.
- When the spend is on a non-Workday delivered journal source, you configure the journal as an accounting source and enable the journal for processing award costs.
- You configure a non-Workday delivered manual journal source as an expense source.
- You configure the account posting rules for F&A expense and revenue.
- The payroll journal contains the *Object Class* dimension.

Related Information
Concepts
Tasks

Reference: Facilities and Administration Spend Transactions

For awards with cost reimbursable and fixed amount award lines, Workday calculates the facilities and administration (F&A) costs on some transactions automatically. After calculating award costs, Workday generates operational journals for the F&A costs and revenue based on account posting rules. When you make a change that affects the calculation of F&A amounts, you can reprocess the award costs to recalculate the F&A costs for these transactions.

Note: When you select a different object class and/or spend category to classify your F&A on the award cost processing rules, Workday continues to use the object class mapping to evaluate F&A eligibility for the source transaction.

Award Costs Processing Enabled Transaction	When Does the Transaction Become Billable?	Other Considerations
Accounting Adjustment	Transaction Completion	
Accounting Journal	Transaction Completion	You can enable award costs process for customer-configurable journals by using the **Maintain Journal Sources** task. This configuration only applies to actual ledger types. Don't specify object class worktags on your accounting entries. Workday derives the object classes from the object class mapping, and when you change the derived object class worktags, Workday continues to recognize revenue with the object class worktags derived from the object class mapping. When you create accounting journals with: • User interface tasks, Workday processes the award costs as soon as the business process completes. • Web services, Workday schedules award costs processing to run in the background every 15 minutes. When you change or cancel an accounting journal with a grant worktag, Workday processes the award costs either upon completion of the business process or every 15 minutes, depending on whether you created the accounting journal with a user interface task or web service, respectively.
Accounting Journal with Reversal	Transaction Completion	• When you use web services to cancel or reverse accounting journals that were also created with web services, Workday schedules the award costs processing to occur every 15 minutes.

Award Costs Processing Enabled Transaction	When Does the Transaction Become Billable?	Other Considerations
		• Reversals for accounting journals aren't eligible for reprocessing of award costs. • Workday uses the accounting date on the original accounting journal to derive F&A cost rates and calculate expenses. • To balance actuals and accruals in a multicurrency setting, ensure that the transaction currency matches the award currency.
Ad Hoc Bank Transaction	Transaction Completion	
Ad Hoc Payment	Transaction Completion	
Allocation	Transaction Completion	
Expense Report	Settlement	
Fringe Benefit	Settlement	
Fringe Benefit Forward Accrual	Not Billable	Fringe benefit forward accrual spend lines aren't billable.
Funding Source Reclassification	Transaction Completion	
Internal Service Delivery	Transaction Completion	When you create internal service deliveries (ISDs) with: • The **Create Internal Service Delivery** task, Workday processes the award costs as soon as the *Internal Service Delivery Event* business process completes. • Web services, Workday schedules award costs processing to run in the background every 15 minutes. When you change or cancel an ISD with a grant worktag, Workday processes the award costs either upon completion of the business process or every 15 minutes, depending on whether you created the ISD with a user interface task or web service, respectively.
Inventory Issue	Transaction Completion	
Inventory Put Away From a Return	Transaction Completion	

Award Costs Processing Enabled Transaction	When Does the Transaction Become Billable?	Other Considerations
Inventory Shipment	Transaction Completion	
Miscellaneous Payment Request	Settlement	
Netting Transactions between Supplier and Customer Invoices	After Netting	Netting cancels or reverses all previous cost reimbursable spend lines and generates new lines with the correct revenue recognition and F&A costs. To restrict netting to a specific type of invoices, specify an invoice type in the netting eligibility rule. Award costs processing doesn't support the netting of transactions between supplier invoices with retention and customer invoices.
Payroll	Settlement	For payroll and fringe benefit transactions, Workday initiates award costs processing when the pay run completes.
Payroll Accounting Adjustment	Transaction Completion	
Payroll Forward Accrual	Not Billable	Payroll forward accrual spend lines aren't billable.
Procurement Card Transaction Verification	Transaction Completion	
Release of Supplier Invoice Retention	Settlement	Workday calculates F&A costs and revenue recognition only on the retention amount you release. You can view accounting for the released retention award costs on the original spend line and not the line where you release the retention.
Student Financial Aid Disbursement	Transaction Completion	
Student Waiver Disbursement	Transaction Completion	Billable when the student payment document is complete or posted.
Supplier Invoice	Settlement	When the supplier invoice contains a currency override, Workday processes the award costs in the override currency. When you create a supplier invoice with a:

Award Costs Processing Enabled Transaction	When Does the Transaction Become Billable?	Other Considerations
		• User interface task, Workday processes the award costs as soon as the *Supplier Invoice Event* business process completes. • Web service, Workday schedules the award costs processing to run in the background every 15 minutes. When you change or cancel a supplier invoice with a grant worktag, Workday processes the award costs either upon completion of the business process or every 15 minutes, depending on whether you created the supplier invoice with a user interface task or web service, respectively. You can't add grant worktags to down payment invoices or supplier invoices where down payments are applied. You also can't apply down payments on supplier invoices that already have grant worktags on them.
Supplier Invoice Adjustment	Settlement	
Supplier Invoice with Retention (partially settled supplier invoice)	Settlement	Workday calculates F&A costs and revenue recognition only on the amount that you settle.

Related Information
Concepts
Setup Considerations: Award Costs Processing on page 45
Tasks
Set Up Award Costs Processing Rules on page 49
Create Journal Sources

Reference: Award Costs Reports

Cost Reimbursable Spend in Awards

You can use these reports to review cost reimbursable spend transactions for your awards:

Report	Description	Security
Cost Reimbursable Line Status	View the billing status for cost reimbursable lines.	*Reports: Award* domain in the Grants Management functional area.

Report	Description	Security
Find Cost Reimbursable Lines	View the cost reimbursable lines for an award using a faceted search.	*Reports: Award* domain in the Grants Management functional area.
Journal Lines for Award Cost Reimbursable Reconciliation	View the journal lines for cost reimbursable awards. The Award Journal Lines for Company and Reporting Time Period filter only returns cost reimbursable lines that are within the start and end dates of the award schedule.	*Reports: Award* domain in the Grants Management functional area.

Facilities and Administration

You can use these reports to determine facilities and administration (F&A) and award revenue recognition amounts for cost reimbursable spend transactions:

Report	Description	Security
ACP Audit Report - Manual Journals	Enables you to compare the posted F&A with the calculated percentage from the award and the generated revenue recognition amounts.	*Reports: Financial Accounting* domain in the Financial Accounting functional area.
Award Cost Processable Audit for Supplier Invoices	View the calculated F&A costs and revenue recognition amounts charged to the supplier. You can use the results to ensure that Workday generated F&A and revenue recognition correctly.	*Reports: Supplier Accounts* domain in the Supplier Accounts functional area. *Process: Supplier Invoice - Reporting* domain in the Supplier Accounts functional area.
Supplier Invoice Revenue Accrual Report	View the calculated F&A costs on unpaid supplier invoices. You can use the results to determine invoice amounts and manually create an accrual journal entry that recognizes revenue before settling the payment.	*Reports: Supplier Accounts* domain in the Supplier Accounts functional area. *Process: Supplier Invoice - Reporting* domain in the Supplier Accounts functional area.
Supplier Invoice Lines Subject to Retention with a Grant	View supplier invoice lines with retention that are associated with a grant. When you settle a supplier invoice partially, Workday calculates the award costs based on the settled amount.	*Reports: Award* domain in the Grants Management functional area.

Related Information
Concepts
Concept: Revenue Recognition for Grants on page 169
Tasks
Schedule Revenue Recognition for Awards on page 167
Generate Accounting for Revenue Recognition Installments on page 168

Examples

Example: Override Facilities and Administration Cost Rate for Specific Object Classes

This example illustrates how to override the institutional facilities and administration (F&A) cost rate with rates that are specific to the spend object class.

Context

You're the award contract specialist at Alma Mater University (USA). Your award, AWD-109, has an agreed upon institutional F&A cost rate of 45% for on campus research spending, but your sponsor will only pay:

- 30% F&A on supplies.
- 10% F&A on travel.

You need to create an F&A exception to apply the:

- Override F&A cost rates for spending on supplies and on travel.
- Institutional F&A cost rate on all other spending.

Prerequisites

Security: These domains in the Grants Management functional area:

- *Manage: Grant Proposals*
- *Process: Award - Core*

Steps

1. From the related actions menu of the award *AWD-109*, select **Award** > **Correct**.
2. Select the **Award Lines** tab.
3. In the **Exception** field, select **Create Facilities and Administration Exception**.
4. Enter these values in the header fields:

Option	Description
Exception Name	*AWD-109 Exception*
Basis Type	*Modified Total Direct Costs*
Exception Type	*No Primary Exception*

5. Add 2 rows with these values:

Object Class	Exception Type	Rate Override
Federal Program: 5000 Supplies	*Rate Override Only*	30
Federal Program: 3000 Travel	*Rate Override Only*	10

6. Click **OK**.
7. Enter a comment for your award correction.
8. Click **Submit**.

Result

When you incur spending on:

- Supplies, Workday creates F&A cost reimbursable lines at 30% of the direct costs.
- Travel, Workday creates F&A cost reimbursable lines at 10% of the direct costs.
- Other expenditures, Workday creates F&A cost reimbursable lines at 45% of the direct cost.

Related Information
Tasks
Create Facilities and Administration Exceptions on page 33
Create Awards on page 75

Example: Exclude Payroll and Fringe Benefit Forward Accruals from Facilities and Administration Reports

This example illustrates how to exclude journal lines generated from payroll and fringe benefit forward accruals from a facilities and administration (F&A) report.

Context

You want to report on F&A transactions that originated from direct spend transactions and not from payroll and fringe benefit forward accruals. First, you create a custom report for F&A journal lines that enables you to exclude journal lines from specific originating journal sources. Then, you run the report and select *payroll forward accrual* and *fringe benefit forward accrual* as the journal sources to exclude.

Steps

1. Access the **Create Custom Report** task.
2. Enter these values:

Field	Value
Report Name	*F&A Transactions - No Payroll and Fringe Benefit Forward Accruals*
Report Type	*Advanced*
Data Source	*Journal Lines*

3. Click **OK**.
4. On the **Columns** tab, add 7 new rows to the grid with these values:

Business Object	Field
Journal Line	*Journal*
Journal Line	*Journal Entry Type*
Journal Line	*Journal Line*
Journal Line	*Journal Status*
Journal Line	*Originating Spend Journal Source for Facilities and Administration Costs*
Journal Line	*Journal Source*
Journal Line	*Ledger/Budget Debit Account*
Journal Line	*Ledger/Budget Credit Account*

5. On the **Filter** tab, add a row to the **Filter on Instances** grid with these values:

Field	Operator	Comparison Type
Originating Spend Journal Source for Facilities and Administration Costs	*not in the selection list*	*Prompt the user for the value and ignore the filter condition if the value is blank*

6. On the **Prompts** tab, add a row in the **Prompt Defaults** grid, and select these values:

Field	Label for Prompt
Originating Spend Journal Source for Facilities and Administration Costs	*Exclude Journal Lines from These Originating Spend Journal Sources*

7. Click **OK**.
8. Test run the custom report by entering these values:

Field	Value
Journal Sources	Select *Facilities and Administration Expense*.
Company	Your organization name.
Year	The year of payroll costing.
Exclude F&A Journal Lines from These Journal Sources	Select these check boxes to exclude transactions from payroll and fringe benefit forward accruals: • *Fringe Benefit Forward Accrual* • *Payroll Forward Accrual* When you don't select the check boxes, the report returns all F&A transactions, including those from payroll and fringe benefit forward accruals.

Note: The **Originating Spend Journal Source for Facilities and Administration Costs** column in the results only contains values when you select the *Facilities and Administration Expense* journal source.

Result

You can report on F&A transactions on payroll and fringe benefit accruals, with or without including the transactions for forward accruals.

Award Costs Processing

Setup Considerations: Award Costs Processing

You can use this topic to help make decisions when planning your configuration and use of award costs processing. It explains:

• Why to set it up.
• How it fits into the rest of Workday.
• Downstream impacts and cross-product interactions.
• Security requirements and business process configurations.
• Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Award costs processing in Workday calculates the facilities and administration (F&A) or indirect costs, and revenue recognition related to award spending. Workday initiates award costs processing only for spends on cost reimbursable and fixed amount award lines.

Business Benefits

Award costs processing:

- Calculates F&A costs automatically when your spend against your awards.
- Creates cost reimbursable spend lines from your direct spends to bill to your sponsors.
- Creates the accounting for F&A costs and revenue recognition for your award spending.

Use Cases

You can configure award costs processing rules to:

- Generate F&A and award revenue recognition journals.
- Create accounting for costs that fall outside the award line dates.
- Override the spend category and object class for F&A costs to separate the indirect costs from direct spending on your award.

Questions to Consider

Questions	Considerations
What is the line type on your award line?	When your award line is of the line type: - *Cost Reimbursable*, you can use award costs processing to calculate both the F&A costs and the revenue recognition. - *Fixed Amount*, you can use award costs processing to calculate the F&A costs, and a revenue recognition schedule to recognize your revenue. - *Prepaid*, you can't calculate either the F&A costs or the revenue recognition with award costs processing.
When do you want to calculate the F&A costs for your award spending?	You can configure the award costs processing rules to have Workday calculate award costs and generate operational journals at either: - Completion of the business process for the spend transaction. - Settlement of the spend transaction. Workday recommends that you configure your award costs processing to occur at the completion of a business process.
How do you calculate award costs for spend transactions that occur outside of the award line dates?	Award line dates represent the budget dates that fall between the **From Date** and **To Date** on the award line. By default, Workday only processes award costs for spend transactions that occur within the award line dates. To process award costs for spend transactions outside of the award line dates, you can configure

Questions	Considerations
	your award cost processing rules to ignore award line dates. When you incur spending outside of your award line dates, Workday calculates the award costs and generates the F&A journal lines for the spending. You can then use these journal lines to balance your award revenue recognition.
How do you process award costs in multicompany awards?	In a multicompany award, if the company on the award header is different from the company on the award line, Workday uses the company on the award line associated with the spend to derive the award costs processing rule for processing award costs. You can set individual award line dates and object class-mapping rules for each affiliate company.

Recommendations

• Workday recommends that you generate award costs at the completion of the spend transaction business process. It enables you to account for F&A costs and award revenue recognition as you incur them, streamlining the reconciliation.
• To ensure that Workday doesn't calculate F&A costs on previously calculated F&A costs, exclude the F&A object class from the F&A cost basis type.

Requirements

• When you switch award costs processing from occurring at settlement to occurring at business process completion, specify a future effective date. Workday continues to generate award costs at settlement for all your spend transactions before this date.
• Include grants associated with an effective award line as worktags on the spend lines that you want Workday to generate award costs on.

Limitations

• You can't change the effective date of award costs processing rules that are in use.
• You can only override 1 F&A spend category and 1 F&A object class in the award costs processing rule.

Tenant Setup

Maintain your account posting rules and set up the ledger accounts for Workday to post the F&A and revenue recognition journal lines in these posting rules:

• Facilities and Administration Cost Expense
• Facilities and Administration Cost Revenue

Enable award costs processing for non-Workday delivered journal sources by accessing the **Maintain Journal Sources** task and selecting the **Process Award Costs** check box for the journal sources.

Configure your award costs processing rules by selecting **Company** > **Edit Award Costs Processing Rules** from the related actions menu of the company.

Security

To create award costs processing rules, you need security access to the *Set Up: Grants Management* domain in the Grants Management functional area.

Business Processes

To reprocess award costs after a change that affects the F&A cost calculations, configure the *Reprocess Award Costs Event* business process and security policy.

Reporting

To see the cost reimbursable spend lines that Workday generates, use the **Cost Reimbursable Transaction Lines** report data source in your custom report.

To view the accounting for F&A and revenue recognition, go to the related actions menu of the original spend transaction, and select **Accounting** > **View Accounting**. You can find the accounting for F&A and award revenue recognition on these tabs:

• Facilities and Administration
• Award Revenue Recognition

Integrations

No impact.

Connections and Touchpoints

Touchpoint	Considerations
F&A Journals	Award costs processing interacts with these features to calculate the F&A costs: • The spend category and object class that you specify on the **Maintain Object Class Mapping** task. • The F&A profile on the effective award line.
Award Revenue Recognition Journals	Award costs processing interacts with these features to calculate award revenue recognition: • The ledger accounts and worktags in the accounting posting rule set. • The revenue allocation profile on the effective award line.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Setup Considerations: Object Class Mapping on page 52
Tasks
Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories on page 55
Reference
Reference: Facilities and Administration Spend Transactions on page 37

Set Up Award Costs Processing Rules

Prerequisites

- Review setup considerations for:
  - Object class mapping.
  - Award costs processing.
- Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

For awards with cost reimbursable and fixed amount award lines, you can use award cost processing rules to determine:

- When to generate award costs.
- How to manage facilities and administration (F&A) costs that fall outside the award line dates.
- How to override the spend category and object class for F&A transactions.

Steps

1. From the related actions menu of a company, select **Company** > **Edit Award Costs Processing Rules**.
2. As you complete the task, consider:

Option	Description
Award Costs Generation	With every spend that you tag with a grant worktag, Workday generates the applicable F&A costs and recognizes revenue for the entire award costs (direct + F&A) automatically. You can select to either generate the award costs and recognize revenue as soon as you complete the spend transaction business process, or only after you settle the spend transaction. Workday recommends that you generate award costs at business process completion.
Ignore Award Line Dates for Award Costs	Select this option to generate award cost processing for expenditures that fall outside the dates on your award lines. When you settle these spend transactions, Workday sets the billing status on the cost reimbursable lines to *Pending Award Line Date Review*. You can't bill these cost reimbursable lines to sponsors until you either: • Manually change their status to *Ready To Bill*, when you enable billing outside the dates on your award lines. See Manage Cost Reimbursable Billable Transactions on page 151. • Change the spend budget date or the award line dates to match. When your spend budget date falls outside 2 award line dates for the same grant, Workday processes the spend on the award line with the closer date. When both award line dates are

Option	Description
	an equal number of days from the budget date, Workday selects the award line with the earlier date. Workday recommends that you not have gaps between award lines that share the same grant. Workday recommends that you reprocess award costs when you change your award costs processing rule to ignore award line dates.
Override Spend Category for Facilities and Administration to	Select a spend category to override the spend category inherited from the source spend transaction. When you select a spend category worktag, affiliate companies inherit the override worktag. You can change the selection on the affiliate companies.
Override Object Class for Facilities and Administration to	Select an object class to override the object class inherited from the source spend transaction. When you select an object class worktag, affiliate companies inherit the override worktag. You can change the selection on the affiliate companies.

Result

Workday creates new accounting journals when you:

- Incur an award-related spend that qualifies for F&A costs generation.
- Make changes to an award that impact F&A rates.
- Run the **Reprocess Award Costs** task.

The new accounting journals reflect the override spend category and object class worktags you specify for facilities and administration.

Related Information
Concepts
Setup Considerations: Object Class Mapping on page 52
Tasks
Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories on page 55
Reference
2024R2 Feature Release Note: Bill Sponsors Outside Award Line Dates
Examples
Example: Override Worktags with Award Costs Processing Rules on page 50

Example: Override Worktags with Award Costs Processing Rules

This example illustrates how to use award costs processing rules to override the spend category and object class worktags on facilities and administration (F&A) transactions. Without the override, F&A transactions inherit the spend category and object class worktags from the original spend transactions. Tagging F&A transactions with a spend category and object class that are specific to F&A enables you to:

- Separate F&A transactions from the original spend transactions.
- Report on all F&A transactions in 1 cost category.

Context

You're the award contract specialist at *Alma Mater University (USA).* You want all your F&A transactions to contain these spend category and object class worktags instead of inheriting the worktags from the original spend transactions:

• Spend category *Indirect Costs* for internal reporting.
• Object class *Federal Programs: 8000 F&A* for reporting to the sponsor.

Steps

1. Create a spend category for F&A transactions:
   a) Access the **Maintain Spend Categories** task.
   b) Select the **Maintain Spend Categories without Hierarchy** option.
   c) Click **OK**.
   d) Click **Add** to add a new spend category, and enter these values:

Option	Value
Spend Category Name	*Indirect Costs*
Spend Category Display	*Name Only*

   e) Click **OK** and **Done**.
2. Map the new F&A spend category to the existing F&A object class:
   a) Access the **Maintain Object Class Mapping** task.
   b) Select the *Federal Programs* object class set.
   c) Click **OK**.
   d) Click the add symbol to add a row, then enter these values on the new row:

Option	Value
Object Class	*Federal Programs: 8000 F&A*
Spend Category/Hierarchy	*Indirect Costs*

   e) Click **OK** and **Done**.
3. Override the original spend category and object class with the F&A spend category and object class:
   a) From the related actions menu of the company profile for *Alma Mater University (USA)*, select **Company** > **Edit Award Costs Processing Rules**.
   b) Select these values:

Option	Value
Override Spend Category for Facilities and Administration to	*Indirect Costs*
Override Object Class for Facilities and Administration to	*Federal Programs: 8000 F&A*

   c) Click **OK** and **Done**.

Result

When you incur award-related charges for the *Alma Mater University (USA)* company, Workday generates the corresponding F&A transactions that contain the worktags:

• Spend Category: *Indirect Costs*
• Object Class: *Federal Program: 8000 F&A*

You can use the worktags to report on F&A costs or to bill the sponsor for F&A reimbursement.

Related Information
Concepts
Tasks
Create Spend Categories

Object Class Mapping

Setup Considerations: Object Class Mapping

You can use this topic to help make decisions when planning your configuration and use of object class mapping. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

What It Is

Object classes are budget and expenditure categories defined by sponsors. You can map internal spend categories and pay component groups to an object class. For spends on cost reimbursable and fixed amount award lines, Workday uses the object class to determine whether the spends are eligible for reimbursement from the sponsor.

Business Benefits

Object class mapping improves reporting capabilities and accounting by enabling you to track internal spend and report on your budget and expenditures. You can:

- Create budget and expenditure categories defined by your sponsors and rate agreement.
- Map an object class to your internal spend categories, spend category hierarchies, and pay component groups.
- Classify an object class for F&A transactions.
- Create exception worktags for object class sets.
- Define restrictions for eligible and ineligible expenditures.
- Validate spend transactions against sponsor restrictions.

Use Cases

Use object class mapping to match internal cost categories to sponsor requirements when your organization needs to:

- Report on sponsor categories.
- Calculate F&A costs.
- Define spend restrictions for unallowable costs.

Questions to Consider

Questions	Considerations
How do you configure multiple sets of sponsor budget and expenditure categories to meet reporting requirements?	You can create multiple object class sets to define separate groups of sponsor budget and expenditure categories.
How do you map spend categories and pay component groups to more than 1 object class?	You can create exception worktags to capture secondary mapping rules when spend categories or pay component groups need to map to more than 1 object class.
How do you determine which object classes are eligible for facilities and administration calculations?	You can include object classes in the F&A basis types when you want award costs processing to generate F&A costs calculations. Example: Create these 3 basis types: • Total Direct Costs: Includes all object classes. • Modified Total Direct Costs: Includes a subset of object classes. • Salary and Wages: Includes only payroll-related object classes.
How does Workday determine the spend category and object class on facilities and administration transactions?	F&A transactions inherit the spend category and object class from the originating spend transaction. You can select an override spend category or object class when you need to specify unique object class mapping rules for F&A transactions.

Recommendations

- Create 1 object class set that defines your internal cost categories. You can match the cost categories to the basis types specified on your sponsor rate agreements.
- Create an object class to capture unmapped expenditures and set that object class as *Default*. The default object class enables you to view unmapped spend categories and pay component groups.

Requirements

- Select 1 object class as *Default*. Workday uses the default object class when the mapping rules fail to determine the appropriate object class.
- When you create exception worktags, you must also add the exception worktag on the related spend transaction.
- Create an F&A rate agreement that specifies your basis type. When you add the rate agreement on an award line, Workday uses the basis type to determine whether the spends are eligible for F&A costs reimbursement.

Limitations

Direct spend journal entries don't include an object class when spend occurs on a grant:

- Before the award is in *Approved* status.
- Not associated with an active award line.

You can't manually change the object class on F&A and award revenue recognition journals.

Tenant Setup

To define the object class mapping rules for your tenant, access the **Maintain Object Class Mapping** task. You can use this task to map an object class to your internal spend categories and pay component groups.

To define company-wide configurations, select **Company** > **Edit Award Costs Processing Rules** from the related actions menu of a company. You can use this task to determine whether Workday overrides the spend category or object class worktag on F&A transactions.

Security

Domains	Considerations
Set Up: Grants Management in the Grants Management functional area.	• Create object class sets and object class mapping. • Report on object class mapping.
Set Up: Object Class in the Common Financial Management functional area.	Create object classes for fund accounting.

Business Processes

No impact.

Reporting

You can run the **Object Class Mapping Reconciliation** report to review the spend categories and pay component groups that map to an object class set. You can also identify the spend categories and pay component groups that don't map to an object class set or that map incorrectly.

You can use the **Facilities and Administration Object Class Mappings** report data source to create a custom report that displays object class information for F&A.

Integrations

You can use the *Company* web service to override spend category and object class worktags on F&A transactions.

Connections and Touchpoints

Object class mapping interacts with Payroll using:

Features	Considerations
Spend Category / Hierarchy	Use spend category hierarchies to maintain object class mapping. When you add a new spend category to the spend category hierarchy, you must also include the spend category in your object class mapping.
Pay Component Group	Use pay component groups to map payroll and fringe benefits transactions to an object class.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Workday Proprietary and Confidential

Related Information
Concepts
Setup Considerations: Award Costs Processing on page 45
Tasks
Set Up Award Costs Processing Rules on page 49
Create Facilities and Administration Cost Basis Types on page 30
Create Facilities and Administration Exceptions on page 33

Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories

Prerequisites

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

Sponsors require budget and expenditure reporting. Workday supports these requirements using object class mapping. When your internal spend categories don't match the sponsor cost categories, you can create object classes that match the sponsor cost categories. You can then map your internal spend categories and pay components to these object classes, and use the object classes as dimensions for financial and budgetary reporting. You can further limit the mapping of an object class to only spends with specific exception worktags.

Object class mapping is available for awards with cost reimbursable and fixed amount award lines.

Steps

1. Access the **Create Object Class Set** task.

   Add a new row for every sponsor cost category that you want to map internal spend categories to. Specify an object class code that matches the sponsor cost category.

   Security: *Set Up: Object Class* domain in the Common Financial Management functional area.

2. Access the **Maintain Object Class Mapping** task.

   As you complete the header section, consider:

Option	Description
Object Class	To apply the mapping to a single object class in the set, select an **Object Class**.
Exception Worktag	To map only the spends that contain specific exception worktags to an object class, select the worktag type for the exception worktags on the spends. The worktag type that you set here determines the worktags you can select in the **Exception Worktag** column on the grid below. If you don't plan to map spends to object classes based on exception worktags, select any value in this field, and leave the **Exception Worktag** field in the grid blank.

   As you complete the grid, consider:

Option	Description
Default Object Class	When you select this check box, Workday maps all unmapped spend categories and pay

Option	Description
	component groups in the object class set to this object class.
	There can only be 1 default object class in an object class set.
Spend Category / Hierarchy / Pay Component Group	Select a spend category hierarchy to map all the spend categories under the hierarchy to the object class.
	Workday uses pay component groups instead of spend categories to assign the correct object class to payroll journals. Map the correct pay component group to the proper salary/wages or fringe-related object class.
Exclude Spend Category / Hierarchy	(Optional) Specify the spend categories or spend category hierarchies to exclude from a hierarchy mapping.
	Example: The *First Aid Supplies* spend category hierarchy contains these spend categories:
	• Bandages and Adhesives. • Medicine. • Miscellaneous First Aid Supplies.
	You want to map all the spend categories except *Medicine* under *First Aid Supplies* to the object class. Set:
	• **Spend Category / Hierarchy / Pay Component Group**: *First Aid Supplies*. • **Exclude Spend Category / Hierarchy**: *Medicine*.
	You can add an excluded spend category to a different object class later.
Exception Worktag	(Optional) Workday maps only spends in the **Spend Category / Hierarchy / Pay Component Group** field associated with this exception worktag to the object class. To change the type of worktags that you can select from, set the worktag type in the **Exception Worktag** field at the header.
	Example: You want to map only the spends in the *Travel & Entertainment* category that are associated with the exception worktag of *Cost Center: 1000 Office of the President* to the object class. Select:
	• **Exception Worktag** (header): *Cost Center* • **Spend Category / Hierarchy**: *Travel & Entertainment* • **Exception Worktag** (row): *Cost Center: 1000 Office of the President*

Result

You can track internal spend and report on sponsor budgets and expenditures using object class mapping.

You can include the object classes in the configuration of facilities and administration cost basis types.

You can implement award budget checks for spends in specific object classes.

Related Information
Tasks
Set Up Award Costs Processing Rules on page 49
Examples
Example: Override Worktags with Award Costs Processing Rules on page 50

Example: Map Spend Category to Multiple Object Classes

This example illustrates how to map an award spend category to multiple object classes using exception worktags.

Context

You're the award contract specialist at Alma Mater University (USA). You want to set up your award *AWD-123: STEM Infrastructure* such that when you spend on laboratory equipment, you can add a worktag to the spend and charge the spend to the *Federal Programs: 5000 Supplies* object class instead of to the default *Federal Programs: 4000 Equipment* object class. Charging the spend as supplies enables you to bill the direct costs and F&A to the sponsor because you have the Supplies object class set up as part of the Modified Total Direct Costs basis type on the award line.

You want to set up object class mapping such that the Laboratory Equipment spend category is mapped to different object classes depending on whether there's an exception worktag on the spend transaction. When the spend transaction:

- Contains the grant worktag and the exception worktag *FP5000*, Workday maps the spend category to the *Federal Programs: 5000 Supplies* object class and generates F&A for the spend.
- Only contains the grant worktag and not the exception worktag *FP5000*, Workday maps the spend category to the *Federal Programs: 4000 Equipment* object class and doesn't generate F&A for the spend. This is the default behavior for spends on laboratory equipment.

Prerequisites

Ensure that the basis type on the award line is set to *Modified Total Direct Costs*, which includes the *Federal Program: 5000 Supplies* object class.

Create a custom worktag *FP5000* of *Grant Exception* custom worktag type for *Financial* and *Payroll* usage. See: Steps: Define Custom Worktags.

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Steps

1. Access the **Maintain Object Class Mapping** task.
2. Select *Federal Programs* in the **Object Class Set** field.
3. Click **OK**.
4. In the **Exception Worktag** field, select *Grant Exception*.
5. Within the *Federal Programs: 5000 Supplies* object class, add a new row for **Spend Category / Hierarchy / Pay Component Group**, and select:

Option	Description
Spend Category/Hierarchy	*Laboratory Equipment*

Option	Description
Exception Worktag	*Grant Exception: FP5000*

6. Select **OK** and **Done**.

Result

When you purchase a laboratory equipment with the *Laboratory Equipment* spend category and:

- Include the grant worktag and exception worktag *FP5000* on the spend line, Workday assigns the *Supplies* object class to the transaction and generates F&A for the spend.
- Include the grant worktag but not the exception worktag *FP5000*, Workday assigns the *Equipment* object class to the transaction and doesn't generate F&A for the spend.

Related Information
Tasks
Steps: Map Spend Categories or Pay Components to Sponsor Expenditure Categories on page 55

Award Proposals

Steps: Set Up and Manage Award Proposals

Context

You can set up award proposals during the pre-award phase of the award lifecycle. Record award proposal information, including:

- Potential funding amounts and dates.
- Facilities and administration rate agreements.
- Personnel.
- Proposed committed effort.
- An attached sponsored research plan.

Steps

1. (Optional) Hide or Require Optional Fields.

   Example: Select *Proposed Award Type* to require users to include a proposed award type for every award.

2. Access the **Maintain Award Proposal Submission Types** task.

   Define submission type values to identify the type of your submitted proposal, such as new or renewal.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

3. Access the **Maintain Award Proposal Lifecycle Statuses** task.

   Define lifecycle statuses that designate the state of your award proposal.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

4. Access the **Maintain Award Purpose Codes** task.

   Define codes that explain the purpose or focus of an award.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

5. Create facilities and administration rate agreements.

   See Steps: Create Facilities and Administration Rate Agreements on page 29.

6. Access the **Maintain Award Personnel Responsibilities** task.

   Define responsibility titles for the personnel associated with an award.

   Security: *Manage: Grant Proposals* domain in the Grants Management functional area.

7. (Optional) Access the **Maintain Award Attachment Categories** task.

   You can create document categories to assign to your attachments on award proposals. Examples of categories include *Proposal* or *Biosketch*. Categories enable you to identify documents by type when reviewing an award proposal.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

8. Create Award Schedules on page 90.

   Establish a schedule or calendar with years and fiscal periods for the proposal grant.

9. Access the **Create Proposal Grant** task.

   Create a grant that you can associate with your proposal. You need a proposal grant to record the proposal budget.

   Security: *Manage: Grant Proposals* domain in the Grants Management functional area.

10. Create Award Proposals on page 59.

11. (Optional) Associate a budget with your award proposal.

    You can set up an award proposal budget to record the budget proposed to the sponsor.

    See Steps: Set Up Plans or Budgets.

    When you create the plan template, select a value in the **Plan Structure** prompt that has a **Plan Type** of *Award Proposal*.

Next Steps

Access the **Find Award Proposals** report to view proposals by status, sponsor, cost share total, award, or other attributes that you specify on the report filter.

When you receive funding from your sponsor, you can create an award directly from the proposal. Workday enables the associated grant worktag for spending activities.

Related Information
Reference
Reference: Award Lifecycle Tasks on page 101

Create Award Proposals

Prerequisites

- Create a sponsor.
- Configure the *Award Proposal Event* business process and security policy in the Grants Management functional area.

Context

You can create award proposals to record and track:

- Details about the sponsor and sponsor payments.
- Proposed funding details.
- The award proposal schedule.
- The percentage of committed effort by project personnel.
- Special conditions required by the sponsor.

Steps

1. Access the **Create Award Proposal** task.
2. As you complete the task, consider:

Option	Description
Signed Date	The date the sponsor or organization signs off on the proposal. You can use this date to create an aging report that displays any outstanding proposals from the signed date to the current date.
Prime Sponsor	For subaward proposals, select the primary sponsor who's the funding source for the award.
Cost Share Total	Enter the amount the sponsor requires the recipient to cost share.
Cost Share Required by Sponsor	Select when the sponsor requires the recipient to cost share a portion of the proposal total.
Proposed Schedule	Select or create an award schedule that establishes start and end dates for the fiscal period applicable to the award proposal.

3. On the **Proposal Lines** tab, consider:

Option	Description
Line Type	Select *Cost Reimbursable* when the award requires you to invoice your sponsor immediately when you incur direct costs and facilities and administration. Select *Fixed Amount* when the award requires you to invoice your sponsor for predetermined amounts, regardless of when you incur: • Direct costs. • Facilities and administration. Workday recommends using *Cost Reimbursable* with installments instead of *Prepaid* to receive advance payments from your sponsor before you incur direct costs and facilities and administration. This option creates automated tracking of your prepaid balance.
Primary	Select 1 proposal line as primary.
Grant	Workday requires each proposal line to be associated with a proposal grant worktag.
Rate Agreement	Workday requires a rate agreement for billing on cost reimbursable award lines. When you don't have facilities and administration on cost reimbursable award lines, you can create a zero percent rate agreement.
Exception	Select an exception to override the rate or cost basis type from the rate agreement or to waive facilities and administration costs.

Option	Description
Additional Worktags	Indicate where to recognize revenue by selecting 1 or more worktags to use on fixed lines.
Personnel	Enter details about the individuals performing the work, including: • Sponsored committed effort, in hours or as a percentage. • Cost-shared committed effort, in hours or as a percentage.

4. (Optional) On the **Special Conditions** tab, identify specific terms that your sponsor requires to fund your project.

5. (Optional) On the **Award Proposal Credits** tab, allocate credit to 1 or more worktag types.

Example: Institutions can allocate proposal credits among cost centers to inform future decisions regarding facilities and administration reallocation or assignment of overruns.

Result

Workday routes the proposal to the *Award Proposal Event* business process for review and approval.

Next Steps

After you receive an award, you can create an award contract directly from the proposal. Workday transfers information from the proposal to the corresponding fields on the award.

Related Information
Tasks
Reference

Awards

Setup Considerations: Awards

You can use this topic to help make decisions when planning your configuration and use of awards. It explains:

• Why to set them up.
• How they fit into the rest of Workday.
• Downstream impacts and cross-product interactions.
• Security requirements and business process configurations.
• Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

Awards enable you to record details of award contracts so you can expense, bill, and collect revenue on your grant. Awards contain 1 or more award lines that identify a funding source and parameters for calculating revenue.

Workday Proprietary and Confidential

Business Benefits

You can streamline your awards process and increase efficiency by:

- Associating award spending with the fund, grant, and sponsor.
- Calculating facilities and administration (F&A) or indirect costs on your award spending using the cost rates from your award agreement.
- Capturing all the details that support an award in 1 place, including attachments, budget plans, committed employee efforts, and special conditions.
- Recognizing revenue for your award spends.
- Billing sponsors for direct and indirect award costs.
- Tracking award-maintenance tasks.

Use Cases

- Bill sponsors for cost reimbursable direct spends and F&A costs incurred during a billing cycle.
- Calculate and recognize revenue for F&A costs on your award spending when you complete a cost reimbursable spend transaction.
- Distribute award credits and revenue to multiple departments.
- Enforce spend restrictions, billing limits, or salary caps on awards.
- Waive part or all sponsor F&A costs and split the costs among your departments.

Questions to Consider

Question	Considerations
How do you want to bill the sponsor?	You can bill the sponsor for these types of award lines: • Cost reimbursable spend amounts and F&A costs. • Fixed amounts. • Prepaid amounts. You can create billing schedules that bill in installments or transactions. You can also control billing with billing milestones. A hybrid billing schedule enables you to bill the sponsors for prepaid amounts, then consume the prepayment over time with cost reimbursable spends. Workday displays the remaining balance for your project in the billing schedule.
How do you ensure oversight on your award contracts?	You can configure business processes to route award contracts for review and approval when you: • Create a Workday award or award proposal. • Update an award, either through amendments or corrections. • Complete an award maintenance task, such as a report. • Recalculate award costs due to a change in F&A rate or budget date.
How do you charge award-related payroll and other expenditures to your award or grant?	You can charge an award-related payroll or expenditure to a grant by adding the grant worktag to the payroll costing allocation or spend

Question	Considerations
	transaction. Workday then determines which award line to charge the spend to based on the grant worktag and budget date on the spend line, and other configurations such as award line dates and object class mapping. To be eligible for F&A calculation and revenue reimbursement, the grant must be from a sponsored fund.
	You can associate other worktags with your award spendings by adding the worktags as related worktags on the grant. When you add the grant to a spend transaction, the spend is automatically tagged with the related worktags. Example: To always associate a grant with a specific fund and cost center, add the fund and cost center as related worktags on the grant.
How do you recover F&A or indirect costs from the award sponsor?	You can configure the F&A rate for your award. When you make or pay for an eligible award expenditure, Workday automatically calculates the F&A costs and revenue recognition associated with the expenditure. You can then bill the sponsor for the direct and indirect costs at the same time.
When do you want to recognize revenue for your award?	You can recognize revenue: • When you complete or settle your spend transactions. • On award revenue recognition schedules. You can associate award revenue recognition schedules with award tasks to ensure that you complete the tasks before recognizing revenue. You can also put revenue recognition schedules on hold until you're ready to recognize the revenue.
Do you want to apply different F&A cost rates based on the spend categories of your expenditures?	You can create F&A exceptions to apply different F&A rates to different object classes. The same F&A rate applies to all spend categories in the same object class. To apply a different F&A rate from the primary rate, you can either: • Override the primary rate with the new rate without assuming the cost in your departments. • Waive the primary rate, apply the new rate for the sponsor, and pay for the difference with funding from your own departments.
How do you keep track of changes to your award contract or indirect cost rates?	There are 2 ways to update an award: • Amend award when you want to create a new version while retaining the original version, for example when there's a change in the award agreement that you want to track. • Correct award when you want to update the current version without saving the original copy,

Question	Considerations
	for example when you want to correct a minor entry error. You can always access the historical versions of an award.
What tasks or reports outside of Workday do you need to complete to maintain your award?	You can create award task lists to track milestone tasks that you need to complete before billing or closing out an award. You can use templates to create task lists quickly for awards that share the same sponsor, purpose code, or award type. You can set up notification to alert milestone task assignees when their tasks are almost due or overdue. When you identify an award task as a billing milestone, Workday ensures that the billing installments aren't billable until you complete the task.
Do you want to distribute credits to more than 1 organization within an award or enable workers from multiple organizations to report on the award?	You can use award credits to distribute award credits to multiple departments. When you enable multiorganization reporting on award credits, any workers from organizations with a credit allocation can report on the award.
Do you require certain fields in your award contracts to be unpopulated or set to specific values?	You can create custom validations in award contract or award amendment to enforce that specific fields on your awards are always either: • Populated. • Unpopulated. • Set to specific values. • Not set to specific values. You can create custom validations for any fields on the award header, award line, and award roles. Example: You can create a custom validation to ensure that the: • Principal Investigator role is assigned on an award. • Assistance Listing on the award header is always specified for a federally sponsored award. • Award line dates are set.

Recommendations

• To receive prepayments from the sponsor and deduct spent amounts from the prepayment balance, use a cost reimbursable award line with prepaid billing schedule instead of a prepaid award line.
• Use award tasks to receive notifications about closing tasks or reporting requirements with approaching due dates.

Requirements

- Set up the necessary worktags for your financial accounting.
- To calculate and bill award revenue to the sponsor, use a sponsor-funded fund for your award.
- To maintain award budgets, create a plan structure.
- For cost reimbursable and fixed amount award lines, create object class mapping to map your internal spend categories to the sponsor cost categories. To report budget to actuals on your sponsor invoice, include the object class as a dimension on the plan structure for your award.

Limitations

An award can only contain up to 200 award lines. To support more than 200 award lines, create multiple awards.

You can create sponsor-funded or cost-share awards, but Workday only calculates award costs and recognizes revenue for sponsor-funded awards.

Tenant Setup

Create sequence IDs to assign to new awards.

Access the **Edit Tenant Setup - Financials** task to map the new sequence ID to the **ID Generator for Award**.

Security

Configure these domains in the Grants Management functional area:

Domain	Considerations
Process: Award	Enables you to access tasks and reports related to creating, maintaining, and viewing awards.
Reports: Award	Enables you to report on award: • Budgets. • Credits. • Groups. • Maintenance tasks.
Set Up: Grants Management	Enables you to configure award-supporting details, including grants, F&A configurations, award billing, award task lists, and object class sets.

To create or edit billing schedules for an award, configure the *Process: Billing* domain in the Customer Contracts or Project Billing functional area.

Business Processes

Business Process	Considerations
Award Event	Routes a new award contract for review and approval. You can add these action steps as subprocesses: • *Award Billing Schedule Event*, to create an award-billing schedule at the end of the award-creation process.

Business Process	Considerations
	• *Award Budget Hub*, to route the award contract to an approver to check the total amount against the budget plan amount.
Award Amendment Event	Routes an award amendment for review and approval. You can add a subprocess to create an award budget amendment.
Award Billing Schedule Event	Routes a newly created award to the person responsible for creating the billing schedule for the award.
Award Proposal Event	Routes an award proposal for review and approval.
Award Task Event	Routes an award task for review and approval when the task assignee marks the award tasks as complete in Workday.
Reprocess Award Costs Event	Routes the recalculation of award costs for approval when you reprocess amended award costs.

Reporting

Reports	Considerations
Award Credits for Award **Award Credits for Award Lines**	Enables you to view the award credits on the awards or award lines of a company.
Find Award	Enables you to view the configurations for a specific award.
Find Award Tasks	Enables you to list and view all award maintenance tasks.
Find Awards	Enables you to list and view all the awards for a given company.
Find Subrecipients	Enables you to view the subrecipients of a given award.
View Sponsor Invoices for Award	Enables you to list and view the customer invoices you generated for an award.

Integrations

Web Services	Considerations
Correct Award	Correct an award without saving a version of the original award.
Get Awards	Retrieve or create award contracts.
Submit Award	The *Submit Award* web service initiates the *Award Event* business process.

Web Services	Considerations
Get Award Amendment and Correction Reason *Put Award Amendment and Correction Reason*	Retrieve, create, or update reasons for award amendments and corrections. You can route award amendments for approval based on these reasons.
Get Award Credit Definitions *Put Award Credit Definition*	Retrieve, create, or update award credit definitions.
Get Award Lifecycle Statuses *Put Award Lifecycle Status*	Retrieve or set award lifecycle statuses for the award or award line. You can create custom validations based on award lifecycle statuses.
Get Billing Schedules *Submit Billing Schedule*	Retrieve, create, or update the billing schedule for an award.
Get Award Task Statuses *Put Award Task Status*	Retrieve or update the status of an award maintenance task.
Get Catalog of Federal Domestic Assistance *Put Catalog of Federal Domestic Assistance*	Retrieve, create, or update the Assistance Listing information on awards.
Get Subrecipients *Put Subrecipient*	Retrieve, create, or update the subrecipients of an award. A subrecipient must be a supplier for the company associated with the award.
Submit Award Amendment	Submit an award amendment and route the amendment for approval. This web service initiates the *Award Amendment Event* business process.

Connections and Touchpoints

Features	Considerations
Banking and Settlement	You can draw down sponsor-payment funds to settle electronic payments and deposits.
Budgets and Plans	When you create an award plan, you can verify the award funding amount against the plan budgeted amount. When you maintain an award budget, Workday verifies that spend amounts are within the budget before approving the transactions.
Customer Accounts	You create sponsor invoices to bill the sponsor.
Finance	You can charge spend amounts to your award and bill the sponsor for expenditures on functional areas in Finance. Examples: Expense, Inventory, Procurement, and Supplier Accounts.
Financial Accounting	You can configure the account posting rule to specify the ledger accounts where you want Workday to post journal lines for calculated award costs and revenue recognition.

Features	Considerations
	When you configure object classes to map internal spend categories to the sponsor cost categories, Workday adds the object class worktags to the operational and accounting journals.
Payroll	You can expense salaries and payroll accounting adjustments to your award grant.
	When you assign a salary cap, Workday applies alternate payroll costing worktags to payroll amounts that are:
	• Over the cap.
	• Not part of the pay component for the salary cap.
Student Financials	When your award funds student financial aid, you can charge the financial aid to your sponsor for reimbursement.
Supplier Accounts	Award subrecipients must be suppliers for the company associated with the award.
Time	You can track the time employees spend on a project to ensure that they meet their committed effort for an award.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Concept: Awards on page 95
Setup Considerations: Award Costs Processing on page 45
Setup Considerations: Facilities and Administration Costs on page 24
Setup Considerations: Award Billing on page 141
Setup Considerations:Payroll Forward Accruals
Concept: Revenue Recognition for Grants on page 169
Tasks
Create ID Definitions and Sequence Generators
Steps: Set Up Award Tasks on page 123
Create Awards on page 75
Define Cost Allocations for a Worker
Define Cost Allocations for Position Restrictions
Steps: Create Forward Accruals for Fringe Benefit Expense
Set Up Cost Allocations for Earnings
Set Up Cost Allocations for Employee Deductions
Reference
Reference: Awards Reporting on page 105
2022R1 What's New Post: Grants Management Configurations for Award Line Types
2022R2 What's New Post: Custom Validations on Awards

Steps: Set Up Awards

Context

Before you create and manage awards in Workday, you must configure the company award line types, sponsor information, and rate agreements. Depending on the terms in your award contract, you can also define other award management information, including:

- Award lifecycle statuses.
- Revenue allocations.
- Spend restrictions.
- Award credit definitions.

Setting up these fields ahead of time enables you to select from them when you create your awards.

Steps

1. (Optional) Hide or Require Optional Fields.

   Configure the fields to hide from or require in the *Award Event* business process, depending on the workers' security clearance.

2. (Optional) Create and Edit Custom Object Definitions.

   To record information such as sponsor codes or research protocols, add custom fields to the Award or Award Line business objects.

3. (Optional) Set up the award lifecycle statuses that you need to manage your awards.

   See Steps: Set Up Award Lifecycle Statuses on page 116.

4. (Optional) Access the **Maintain Assistance Listings** task.

   Define the Assistance Listings for the federal programs that fund the awards. You can report on journal lines by Assistance Listing Number.

   Security: *Set Up: Award Classifications* domain in the Grants Management functional area.

5. (Optional) Access the **Create Award Group** task.

   To organize your awards so they're easier to search for in reports, create award groups for your awards.

   Security: *Set Up: Award Groups* domain in the Grants Management functional area.

6. Set Up Grants Management Configurations on page 73.

   - Evaluate the general line type configurations for your award companies.
   - Create company overrides when the general configurations aren't applicable.
   - Enable billing cost reimbursable expenses outside award line dates for companies.

7. Set Up and Manage Sponsor Information on page 17.

8. (Optional) Access the **Create Spend Restriction** task.

   Create any spend restrictions that your sponsor specifies in the award contract. Create custom validations in the spend areas that you want to apply the restrictions to, using *Allowable Spend for Grant* as the external source field.

   Security:

   - *Set Up: Fund* and *Set Up: Fund Accounting* in the Common Financial Management functional area.
   - *Set Up: Grants Management* in the Grants Management functional area.
   - *Set Up: Spend Restrictions* in the Financial Accounting functional area.

9. Create facilities and administration (F&A) rate agreements that you can assign to the cost reimbursable, fixed amount, or prepaid award lines.

   See Steps: Create Facilities and Administration Rate Agreements on page 29.

10. Allocate Facilities and Administration Revenue on page 31.

    Create a revenue allocation profile to determine how Workday distributes F&A or indirect costs among funds and other worktags.

11. (Optional) Create Budget Check Options Sets on page 91.

    Create the budget check option set to budget check your award plan.

12. (Optional) To secure award attachments by category, configure segment-based security groups for attachment categories.

    See Steps: Secure Award Attachments on page 72.

13. (Optional) Access the **Maintain Special Condition Types** task.

    Create the special terms and conditions that your sponsor might require to fund your project. When you create an award, you can select from these conditions and add a descriptive comment about the condition.

14. (Optional) Access the **Maintain NSF Codes** task.

    Set up National Science Foundation (NSF) codes to add to federally funded awards. You can use the code to report on annually funded research expenses for the code category.

    Security: *Set Up: Grants Management* domain in the Grants Management functional area.

15. (Optional) Access the **Maintain Award Attachment Categories** task.

    Create document categories, such as *Conflict of Interest (COI)* or *Notice of Award (NOA)*, to assign to attachments on awards. Categories enable you to identify documents by type when you review an award.

    Security: *Set Up: Grants Management* domain in the Grants Management functional area.

16. (Optional) Access the **Maintain Award Credit Definitions** task.

    Create award credit definitions for the worktag types that you want to associate with the award or award lines.

    To enable workers from multiple organizations to report on an award, select the **Multiple Organization Reporting** check box.

    Security: *Set Up: Grants Management* domain in the Grants Management functional area.

17. (Optional) If your awards involve multiple companies, you can set up the companies to manage the awards as a single entity.

    See Steps: Set Up Multicompany Awards on page 71.

18. (Optional) To customize the review process for your award creation, copy the *Award Event (Default Definition)* business process and configure it for the organization associated with the award. You can add these action steps:

Option	Description
Review Award	Identify the security groups for the roles that can review the award.
Award Budget Hub	Add this step to initiate a budget check after you approve the award.
Award Billing Schedule Event	Add this step to create a billing schedule for the award after you create the award.

19. (Optional)../../../financial-management/common-financial-components/custom-validations/kev1380041065601.dita.

    To create custom validations for:

    - Award amendments, use the *Award Amendment* transaction type.
    - Award corrections and creations, use the *Award Contract* transaction type.

    For versioned awards, you can only implement custom validations on the current and future versions, but not the historical versions, of the awards.

20.(Optional) To assign workers to roles on awards, grants, and grant hierarchies such that the assignments persist even when the workers' positions or organizations change, create eligible investigators for the workers to assign to the roles.

See Steps: Create and Assign Eligible Investigators on page 133.

Next Steps

Create awards.

Steps: Set Up Multicompany Awards

Prerequisites

Set up awards in Workday to define the rules necessary to capture costs, calculate facilities and administration, and bill your sponsor.

Context

You can set up multicompany awards to maintain intercompany transactions between a managing company and its affiliate companies. Multicompany awards enable you to:

- Manage awards with a single company on the award header.
- Capture spend for affiliate companies on the award line.
- Eliminate intercompany transactions on customer invoices.
- Bill the managing company for charges incurred by affiliate companies.
- Calculate award costs processing for facilities and administration and revenue recognition separately for each affiliate company.

Steps

1. Access the **Edit Company Intercompany Profile** task and configure affiliate companies to enable intercompany transactions.

   a) Select the **Initiate Allowed** check box to enable the company on the **To** column.
   b) Select the **Record Intercompany Receipt** check box when you want Workday to generate intercompany receipts after completion of a settlement run.
   c) Select an active bank account on the **Bank Account for Intercompany Receipt** prompt. Workday records the intercompany transactions with the company on the bank you select.

   Security:

   - *Set Up: Company Accounting* domain in the Common Financial Management functional area.
   - *Set Up: Payroll - Company Specific (Accounting)* domain in the Core Payroll functional area.

2. Access the **Create Award** task to create your award.

   To create a multicompany award, you can select award line companies that are different from the award header company, provided the award line companies are enabled to initiate intercompany transactions with the award header company in the intercompany profile.

   See Create Awards on page 75.

Related Information
Concepts
Concept: Single Legal Entities
Tasks
Steps: Set Up Awards on page 69

Steps: Secure Award Attachments

Context

You can secure award attachments with segmented security so that different security groups can access different types of attachments. Configuring the security for award attachments enables you to add, delete, or view award attachments when you create or change an award. The same security configurations apply when you access award attachments from the *Award Event* business process.

Steps

1. Access the **Maintain Award Attachment Categories** task.

   Create attachment categories for the different types of award attachments.

   Example: Notice of Award, Consent Forms.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

2. Access the **Create Award Attachment Security Segment** task.

   Create attachment security segments with 1 or more award attachment categories.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

3. Create Segment-Based Security Groups.

   Create security groups of *Segment-Based Security Group* type. Select existing security groups and grant them access to the award attachment security segments.

4. Edit Domain Security Policies.

   Configure the security policy for the *Process: Award Attachments* domain in the Grants Management functional area to add the award attachment security group with appropriate access.

5. Activate Pending Security Policy Changes.

Result

When you add an attachment to an award, Workday automatically secures it to the corresponding security group based on the attachment category.

Related Information
Tasks
Create Awards on page 75

Steps: Manage Awards

Context

You can manage the details and status of your award agreement with your sponsor and any subrecipients by:

• Tracking the process of your award against award schedules.
• Managing funding details, including billing rules and award budgets.
• Using award tasks as milestones.
• Amending award details throughout the award lifecycle.

Steps

1. Create Awards on page 75.
2. From the related actions menu of the award, select **Roles** > **Assign Roles** to assign roles on the award to workers who can perform the actions of those roles. To avoid ambiguity in business process routing, don't assign the same roles on an award and the grants associated with the award. Example: If you

assign *Lead Principal Investigator* on an award, don't also assign *Lead Principal Investigator* on a grant for the award.

For workers to persist in their role assignments regardless of position and organization changes, create eligible investigators for the workers and assign the eligible investigators instead of the worker positions to the roles. See Concept: Eligible Investigators on page 134.

3. (Optional) Schedule Mass Updates for Award Lifecycle Statuses on page 118.

4. (Optional) Link subrecipients to awards.

   See Steps: Set Up Award Subrecipients on page 93.

5. (Optional) Manage the subaward details for the award.

   See Steps: Manage Subawards and Risk Assessment on page 94.

6. (Optional) Record and track administrative tasks.

   See Steps: Set Up Award Tasks on page 123.

7. (Optional) Create Letter of Credit on page 157.

8. (Optional) Access the **Maintain Award Amendment and Correction Reasons** task.

   Configure reasons that you can use to correct or amend an award.

   When you change a reason that's already in use, the change overwrites the reason previously associated with the award amendment or correction.

   You can't delete a reason that's in use on an award amendment or correction.

9. (Optional) Amend Awards.

   To update an award and create a new version while saving the original version, you can amend the award. Example: You can amend an award when you want to change the F&A configurations on an award line while keeping a copy of the previous award line settings.

10. (Optional) Correct Awards on page 87.

    To update the current version of an award without saving the original version, you can correct the award. Example: You can correct an award to change a typo in the award name.

    You can configure the *Award Correction Event* business process to route the award correction based on correction reasons.

    To correct a historical version of an award, go to the **Amendment** tab of the award to locate the specific award version that you want to correct.

11. (Optional) Set up an award budget to define the costs permitted by the sponsor.

    See Steps: Set Up Plans or Budgets.

Related Information
Tasks
Steps: Set Up Awards on page 69
Reference
Reference: Award Lifecycle Tasks on page 101
The Next Level: Grants Management: RPT Grants Management Dashboards - Uptake Guide
2021R2 What's New Post: Award Corrections

Set Up Grants Management Configurations

Prerequisites

- Set up companies.
- Security: *Set Up: Grants Management Configurations* domain in the Grants Management functional area.

Context

Award line types enable you to specify how you bill your sponsors for charges against award lines. You can set up grants management configurations to:

- Preselect possible line types for new award lines, enabling you to opt out of line types that you don't use.
- Enable billing sponsors outside award line dates for companies.

You can create 1 general configuration for all companies, and a separate configuration for each company for which you want to either:

- Override the valid and default line types.
- Enable billing cost reimbursable expenses outside award line dates.

The company-wide valid and default line types apply to new award lines that you create, but not to existing award lines. When you copy an award with award line types that are no longer valid, Workday doesn't copy over the invalid award lines.

The valid and default line types only apply to awards and not award proposals. You can create award proposals with any line types, but you won't be able to create awards from proposals that contain invalid line types.

Steps

1. Access the **Maintain Grants Management Configurations** task.
2. In the **Configuration** section, specify the general configuration that applies to all companies that don't have a company-specific configuration. As you complete the task, consider:

Option	Description
Valid Line Types	When you create a new award line, Workday uses the company on the award line to derive the possible line types for the award line. **Note:** Workday recommends that you use cost reimbursable award lines with an installment billing schedule instead of enabling the prepaid award line type.
Default Line Type	Select the line type that you would most often select for new award lines. Workday populates the line type field on the new award lines that you create with this line type. You can change the line type when the default line type isn't suitable for your award line.

3. (Optional) To create a company-specific configuration, add a row in the **Company Overrides** section. As you complete the task, consider:

Option	Description
Valid Line Types	When you select a company that has existing award lines, Workday populates the valid line types with all the existing line types for the company. You can add to or remove from this list. When you then change the company to a different company, verify that the valid line types are still applicable to the new company.
Bill Outside Award Line Dates	You can only select this check box when you:

Option	Description
	• Configure the award cost processing rules on the company to ignore award line dates for award costs. See Set Up Award Costs Processing Rules on page 49. • Add *Cost Reimbursable* as a valid line type for the company. You can't disable billing outside award line dates for a company after you enable it.
Allow Pre-Settlement Billing	Select this check box to enable invoicing the sponsor before award spends are fully settled. Once selected, you can't: • Unselect it. • Delete the company override for the company. • Change the company on the company override. • Delete *Cost Reimbursable* from the valid line types. You can only select this check box when the: • Award costs processing rules for the company is set to generate award costs at business process completion. • **Valid Line Types** for the company override includes *Cost Reimbursable*.

Result

You can only create award lines with line types that your company supports.

Example

Your company uses only cost reimbursable and fixed amount award lines, and you create most of your new award lines as cost reimbursable lines.

• On the **Valid Line Types** field, select *Cost Reimbursable* and *Fixed Amount*; unselect *Prepaid.*
• On the **Default Line Type** field, select *Cost Reimbursable*.

Next Steps

Create an award with an award line for a company.

Related Information
Reference
2024R2 Feature Release Note: Bill Sponsors Outside Award Line Dates
2022R1 What's New Post: Grants Management Configurations for Award Line Types

Create Awards

Prerequisites

• Create the supporting elements for your award. See Steps: Set Up Awards on page 69.

- Configure the *Award Event* business process and security policy in the Grants Management functional area.

Context

Awards are contracts where you specify the business rules, terms, and conditions that govern your award agreements with the sponsors. Workday uses the information on your awards to determine how to calculate award costs, distribute award credits, and recognize revenue. Awards can include:

- Authorized amounts and effective date ranges on 1 or more award lines.
- Committed effort and special conditions.
- Configurations for calculating facilities and administration costs.
- Direct and indirect sponsors information.
- Distribution of award credits to multiple departments.
- Tasks that you need to complete to maintain your awards.

When you create an award, Workday routes the award for approval with the *Award Event* business process. When your award agreement changes, you can update the award by either:

- Amending the award, and keeping a version of the original award. See Amend Awards on page 84.
- Correcting the award, and replacing the original version of the award. See Correct Awards on page 87.

Steps

1. Access the **Create Award** task.
2. As you complete the **Overview** tab, consider:

Option	Description
Organizations for Award	Select organization worktags associated with this award. Users with roles in these worktags have view access and can report on the award, even if they don't have roles in the company.
Award Contract Owner	Workday populates this field with the person who creates the award and adds their name to the *Award Contract Owner* security group. You can specify this security group in business processes when you need to route reviews and approvals to a single worker responsible for the whole award. You can't assign the *Award Contract Owner* role outside of this task.
Prime Sponsor	The organization that sets the terms and conditions for your award. Example: University A receives an award from the National Science Foundation, and in turn issues a subaward to University B. University B can list University A as the **Sponsor** and **Bill-To Sponsor**, and the National Science Foundation as the **Prime Sponsor**.
Bill-To Sponsor	The organization that pays for the award. Example: You received the award from the National Institutes of Health (NIH), and the award payment from the Department of Health

Option	Description
	and Human Services (DHHS). You can set the **Sponsor** to NIH, and the **Bill-to Sponsor** to DHHS.
Payment Type	To use a letter of credit, select the payment type that matches the payment type on the letter of credit you want to use.
Letter of Credit	Select the letter of credit for the **Bill-to Sponsor** on the award.
Spend Restriction Default	Select the default spend restrictions that you want to use to populate all award lines with. You can override these spend restrictions by setting the **Spend Restriction** field on the individual award lines. Workday only refers to spend restrictions on the award lines, not the **Spend Restriction Default** on the award header, when validating a spend.
Award Billing Sequence Active	Select this check box to add a billing sequence number to the sponsor invoice. You can use the award billing sequence as a customizable label for your invoices.
Award Billing Sequence Number Format/ Syntax	Enter an award billing sequence to help identify your award or sponsor. The award billing sequence can include a text string followed by patterns of either dates or sequence numbers. Surround the patterns with square brackets. Example: Gates_[Seq][yyyy][MM][dd] creates an award billing sequence that consists of: • A text string that identifies the sponsor, Gates Foundation. • The invoice number sequence, incremented from the **Current Award Billing Sequence Number**. • The date you generate the invoice, in the patterns you specify. This option displays when you select the **Award Billing Sequence Active** check box.
Current Award Billing Sequence Number Used	Enter any number that you want to begin the sequence with. You can also enter a number that is in continuation of an existing sequence from another ID generator. Workday increments this number with every invoice it creates for this award. This option displays when you select the **Award Billing Sequence Active** check box.
Award Billing Sequence Generator Rule	Create or select an award billing sequence rule to configure the sequencing of invoices.

Option	Description
	This option displays when you select the **Award Billing Sequence Active** check box.
Award Currency	Select a currency that the bill-to sponsor accepts.
	Workday populates this field with the default currency of the bill-to sponsor.
Zero Amount Award	You can create a zero amount award to capture activities before an award receives funding. When you select this check box, Workday overrides the sponsored funding fields to zero.
	When funding becomes available, you can amend the award to clear the **Zero Amount Award** check box and enter funding details.
	When you create spend lines against a zero amount award, Workday doesn't generate customer invoices for cost reimbursable spend lines.
Cost Share Total	Enter the amount that your company plans to contribute to the award costs.
Cost Share Required by Sponsor	Select this check box if the sponsor requires your company to pay a portion of the total award.
Authorized Amount	Enter the amount that the sponsor approved for this award.
	This amount must equal the sum of all the award line amounts on the **Award Lines** tab.
Billing Limit Override	Enter a billing limit to override the authorized amount of an existing award.
	Example: You convert an old award for which you used 400 USD of the approved 1,000 USD. Set **Billing Limit Override** to 600 USD to avoid spending more than **Authorized Amount** in total.
Award Schedule	Select or create an award schedule with the posting interval that matches the reporting requirements of your award.

When you use cost share with cost reimbursable billing and the transaction total exceeds the authorized amount or billing limit override, Workday:

- Creates an invoice for the override amount.
- Splits direct costs and indirect or facilities and administration (F&A) costs proportionally, preserving the F&A cost rate per transaction.

When you increase the authorized amount or billing limit override, the remaining portion of the billing carries over to the next cost reimbursable billing cycle.

3. On the **Award Lines** tab, add a row. As you complete the row, consider:

Option	Description
Copy Line	Click for Workday to add a new award line, populating line information from the selected award line and leaving the grant empty. From the new award line, you can either: • Add an existing grant. • Create a new grant, when you have permissions to create grants.
Copy Line and Copy Grant	Displays only for users who can create grants. Click for Workday to copy grant information along with the award line. When you copy the grant with the line, Workday creates a draft grant, populating information from the: • Grant on the selected line, when you copy a line with a saved grant. • Original saved grant, when you copy a line with a draft grant. Workday also adds a **Modify Draft Grant** button under the **Grant** prompt, enabling you to review and update copied and unsaved grant information. Workday saves the new grant when you submit or save your changes for later.
Company	When you add an award line, Workday populates this field with the company from the award header. For multicompany awards, select the affiliate company that you charge the award line to. You can select from available affiliate companies that: • Are enabled to initiate intercompany transactions with the award header company. To determine if a company can initiate intercompany transactions, access the **View Company Intercompany Profile** task for the award header company, and check if the award line company has the **Initiate Allowed** option set. See Define Intercompany Profiles. • Share a common currency with the award header company. • Use the same account set as the award header company.
Line Type	Select how you bill the sponsor for the award line. The line type that you select determines the fields you see on the award line. When you change the line type after filling out the other fields, you might

Option	Description
	lose information in the fields that aren't available on the new line type.
	The company on the award line determines the available line types that you can select from. To make a line type available for selection, add the line type as a valid line type in the grants management configurations of the award line company.
	You can select:
	• *Cost Reimbursable* to bill the sponsors for direct spend and F&A amounts incurred during a billing period, or to consume the spent amounts from a prepayment. • *Fixed Amount* to bill the sponsors for predetermined amounts, regardless of when you incur the award costs.
	To receive advance payments from your sponsor to consume as you incur award costs, Workday recommends that you select the *Cost Reimbursable* line type instead of the *Prepaid* line type. You can then select the *Prepaid* schedule type when you create the billing schedule.
Primary	Select 1 award line as the primary award line.
Grant	To associate the same grant to multiple award lines, the dates on the award lines can't overlap.
	To charge a spend to the award line, add the grant as a worktag on the spend transaction or payroll costing allocation.
Line Amount	The sum of all line amounts must equal the **Authorized Amount** on the **Overview** tab.
Revenue Category	Select the revenue category to book the accounting for payments from your sponsor.
Spend Restriction	Select or create the spend restrictions that you want to apply to spending on the award line. You can select restrictions that are restricted by either spend category and pay component group or object class. When you select multiple spend restrictions, ensure that all the spend restrictions are either for allowable costs or unallowable costs, not a mixture of both.
	Note: When you select a mixture of both allowable and unallowable spend restrictions, Workday only checks against the allowable spend restrictions.
	See ../../../financial-management/financial-accounting/multiple-funding-sources/hhk1474661716699.dita.

Option	Description
	For each spend restriction you select, create a custom validation in each of the spend areas that you want to apply the restriction on, and use the **Allowable Spend for Grant** source external field to represent the spend category, pay component group, or object class in the spend restriction. See Example: Implement Spend Restrictions on Grants on page 113. To see the spend transactions blocked by award line spend restrictions, access the **Award Spend Restriction Audit Report** report.
Deferred Revenue	When you select *Fixed Amount* from the **Line Type** prompt, you can select this check box to recognize revenue on an award revenue recognition schedule and post the accounting to the **Deferred Revenue** account posting rule. When you don't select this check box, Workday recognizes revenue when your spend transactions complete.
Rate Agreement	Workday requires a rate agreement for billing on cost reimbursable award lines. When you don't have F&A requirements on cost reimbursable award lines, you can create a zero percent rate agreement. The rate agreement that you select determines the **Basis Type** and **Object Class Set** on your award line. The rate agreement also prefilters the eligible cost rate types in the **Cost Rate Type** field.
Cost Rate Type	For cost reimbursable, fixed amount, or prepaid award lines, select a cost rate type to apply different F&A rates for different locations. You can add new rate types by editing the F&A rate agreement.
Exception	For cost reimbursable, fixed amount, or prepaid award lines, select an F&A exception to: • Override the institutional F&A rates on your F&A rate agreement. • Waive the institutional F&A costs for the sponsor. • Override or waive F&A rates for expenses in specific object classes. If the exception contains a different basis type than the basis type on the F&A rate agreement, ensure that both basis types have the same object class set.

Option	Description
Revenue Allocation Profile	Select a profile to determine how Workday distributes revenue recovery for F&A or indirect costs across organizations.
Basis Limit	Select or create a basis limit that defines the maximum amount in direct costs that you can use to calculate F&A costs on a cost reimbursable, fixed amount, or prepaid award line.
	When you use the same basis limit for multiple award lines, all the award lines share the same pool of funding for that basis limit.
	Example: You assign the same basis limit, BL_25K of 25,000 USD, to 2 award lines. You can calculate F&A costs based on the first 25,000 USD of the total spend between the 2 award lines. If you spent 15,000 USD on the first award line, you can only calculate F&A costs on up to 10,000 USD of the total spend on the second award line.
From Date **To Date**	When you use the same grant on multiple award lines, ensure the **From Date** and **To Date** on the award lines don't overlap.
Worktags	Select 1 or more worktags to determine which organizations recognize revenue for the award line.
Award Line Salary Cap	To use a salary cap on an award with Workday Financials and Grants Management, you must specify the salary cap on the award line. If you need to create a salary cap, see ../../../payroll/labor-costing/salary-over-the-cap/bjw1486777701557.dita.
	Use the **Award Line Salary Cap Override** field to select an override with effective dates that cover the award line dates.
	When you specify a salary cap on both the grant and the award line, the salary cap on the award line takes precedence. The salary cap on the grant is only used when you want to apply salary cap without Workday Financials and Grants Management.
	When the payroll costing allocations of workers contain suballocations for salary over the cap, ensure that either the:
	• Same salary cap is effective throughout the entire award line date range. • Award line doesn't contain **From Date** or **To Date**.

To apply award credits to a cost reimbursable, fixed amount, or prepaid award line, configure the **Award Credits** section.

4. (Optional) On the **Attachments** tab, secure access to attachments by assigning them to attachment categories that you secure to segmented security groups.

   The security groups also determine attachment access during the *Award Event* business process.

5. (Optional) On the **Special Conditions** tab, add comments to the special condition types to describe the terms your sponsor requires to fund your project.

6. (Optional) On the **Committed Effort** tab, enter details about the individuals who are committed to work on the award. As you complete the task, consider:

Option	Description
Months	Enter the total number of months out of a year that the person commits to working on this award. When you enter a month value, Workday populates the **Annual Committed Effort** with the corresponding percentage.
Annual Committed Effort	Enter the percentage out of a year that the person commits to working on the award.

   You can use committed effort to track both sponsored and cost-shared efforts.

   Committed effort data is for reporting purposes only and won't impact your payroll or costing allocation or obligation. When you implement effort certification, you can access Workday-delivered reports to compare committed effort with certified effort. See Reference: Committed Effort Reports on page 100.

7. (Optional) On the **Plan** tab, ensure that you populate the budget check options set before submitting the award for approval.

   To submit the plan for approval when you submit the award, configure the *Award Event* business process to add the *Award Budget Hub* step.

8. (Optional) To allocate percentages of the award costs and overruns to specific worktags for cost reimbursable, fixed amount, or prepaid awards, access the **Award Credits** tab. As you complete the task, consider:

Option	Description
Award Credit Definition	Select an award credit definition that contains the worktags you want to allocate award credits to. When you select an award credit definition that enables multiple-organization reporting, workers from multiple organizations can report on the award.
Award Credit Worktag	Select 1 of the worktags in the **Award Credit Definition**. When you add a worktag to an award credit line, roles with security access on the worktag can report on the award.
Award Credit Allocation Percentage	Allocate credit to the worktag you select. Example: Institutions can allocate award credits among cost centers to inform decisions regarding F&A reallocation or assignment of overruns. Workday requires that the allocated award credits for all the worktags in an award line add up to 100% for each **Award Credit Definition**.

Result

Workday initiates the *Award Event* business process and routes the award for review and approval.

Next Steps

Create a billing schedule for the award. You can also incorporate the creation of award billing schedule into the *Award Event* business process following the completion step.

Related Information
Concepts
Setup Considerations: Awards on page 61
Setup Considerations: Grants Management on page 6
Concept: Awards on page 95
Tasks
Steps: Manage Awards on page 72
Set Up Grants Management Configurations on page 73
Steps: Manage Facilities and Administration Costs on page 28
Steps: Manage Award Billing and Sponsor Payments on page 145
Reference
Reference: Awards Reporting on page 105
2022R2 What's New Post: Award Sponsor Change
The Next Level: Award Credits
2022R1 What's New Post: Grants Management Configurations for Award Line Types
Examples
Example: Create Awards with Cost Reimbursable Lines on page 107
Example: Create Award Budget Checks on page 109
Example: Implement Custom Validations on Awards on page 111
Example: Route Award Corrections on page 114

Amend Awards

Prerequisites

- Create and approve an award.
- Create award amendment reasons with the **Maintain Award Amendment and Correction Reasons** task.
- Configure the *Award Amendment Event* business process and security policy in the Grants Management functional area. To:
  - Amend an associated award budget after you amend your award, add the *Create Budget Amendment from Award Budget* action step after the completion step.
  - View impacted spend transactions, invoices, and billing schedules when you change the sponsor or bill-to sponsor on an award, add the *Approve Sponsor Change Details* action step before the completion step.
  - Update the award billing schedule after you change the bill-to sponsor on an award, add the *Award Billing Schedule Event* billing process as a sub-business process after the completion step.

Context

You can amend an award to reflect changes that you want to track, such as changes to your award agreement. When you amend an award, Workday retains the original award for tracking purposes and creates a new award version for the amended award. You can view the entire amendment history for an award or award line of any version.

When you amend an award, you must specify an award amendment reason and effective date. Workday respects the effective date when determining the authorized amount, facilities and administration (F&A) agreement, and worktags.

When you submit an award amendment, Workday routes the amendment for review and approval with the *Award Amendment Event* business process.

Steps

1. From the related actions menu of an award, select **Award** > **Amend Award**.

   Workday assigns the amended award a new version number.

   You can't edit certain fields when there's F&A, revenue, or billing on the award.

2. As you complete the **Other Information** tab, consider:

Option	Description
Reason	Select an active award amendment reason.
Effective Date	Enter a date that's after the award date and the previous amendment date. The award amendment is only effective on spend transactions with budget dates on or after the effective date. Spend transactions before this date get the previous version of the award.
Number	You can enter an alphanumeric string to help you identify the updated award version.

3. When you change **Sponsor** or **Bill-to sponsor** on the award contract, you can view these tabs in the *Approve Sponsor Change Details* step of the *Award Amendment Event* business process:

Tab	Details
Award Transactions	When you change the **Sponsor** on the award contract, this tab displays all non-canceled spend transactions that are associated with the sponsor. To update these transactions with the new sponsor, you can reprocess award costs for these transactions after the business process completes. To ensure accounting accuracy: • Bill any spend transactions that you want to charge to the old sponsor before you change the sponsor. • Ensure that the spend transactions you want to charge to the new sponsor are unbilled and dated after the sponsor change amendment date before you reprocess award costs. When you don't change the **Sponsor** on the award contract, this tab displays no rows.
Sponsor Invoices	When you change the **Bill-To Sponsor** on the award contract, with or without changing the **Sponsor**, this tab displays all approved and unpaid invoices that are associated with the bill-to sponsor. To update these invoices with the new bill-to sponsor, cancel and regenerate the

Tab	Details
	invoices after the business process completes. When you change only the **Sponsor** and not the **Bill-To Sponsor** on the award contract, this tab displays the unpaid invoices from spend transactions that are dated after the effective date of the award amendment.
Award Billing Schedules	When you change either the **Sponsor** or **Bill-To Sponsor** on the award contract, this tab displays all non-canceled billing schedules associated with the award.
	When you change the bill-to sponsor, Workday updates the bill-to sponsor on the billing schedules and puts the billing schedules in *Draft* status. Before you submit the billing schedules for approval, verify that the settings in the other fields on the billing schedule (example: **Payment Terms**) are still correct for the new bill-to sponsor, and update those that aren't.
	You can incorporate the update of the billing schedule into the *Award Amendment Event* business process by adding *Award Billing Schedule Event* as a sub-business process after the completion step of the amendment business process. To ensure that the subprocess only executes when the bill-to sponsor has changed, create an entry condition rule where the value for the **Has Bill-To Sponsor Changed?** field must be true.
	Note: When you change the bill-to sponsor on a future-dated award, Workday updates the current billing schedule with the new bill-to sponsor. Workday always uses the bill-to sponsor on the billing schedule to bill the sponsor. Because billing schedules are not effective dated, any bill-to sponsor change on the billing schedule is effective immediately.

Result

After you submit the award amendment, you can view the original award and the amended award versions on the **Set Up & History** tab of the award. You can also view previous award version details on the **Amendments** tab.

As of the amendment effective date:

- The version status of the amended award version changes to *Award in Effect.*

- The version status of the original award version changes to *History.*

Next Steps

If you've already billed the sponsor, you might need to create new customer invoices with updated F&A charges to correct the billing amounts.

Related Information
Tasks
Steps: Manage Awards on page 72
Amend Plans or Budgets
Reference
2022R2 What's New Post: Award Sponsor Change

Correct Awards

Prerequisites

- Create and approve an award.
- Create award correction reasons on the **Maintain Award Amendment and Correction Reasons** task.
- Configure the *Award Correction Event* business process and security policy in the Grants Management functional area:
    - To view impacted spend transactions, invoices, and billing schedules when you change the sponsor or bill-to sponsor on an award, add the *Approve Sponsor Change Details* action step before the completion step.
    - To be routed to the change task for award billing schedule after you change the bill-to sponsor on an award, add the *Award Billing Schedule Event* billing process as a subprocess after the completion step.

Context

When you want to make changes to your award without creating a new version of the award, you can correct the award. You can correct different versions of an award simultaneously, but you can't correct an award version that's already in the process of being corrected. When you submit an award correction, you can't view the changes until you complete the business process for the correction.

Sponsor changes might impact your unbilled spend transactions. For accounting accuracy, you should:

- Bill any spend transactions that you want to charge to the old sponsor before you change the sponsor.
- Ensure that the spend transactions you want to charge to the new sponsor are unbilled and dated after the sponsor change correction date before you reprocess award costs.

You can change the **Sponsor** on any award version, but you can only change the **Bill-to Sponsor** on the current award. When you change the sponsor or bill-to sponsor on the award, Workday doesn't update the sponsor or bill-to sponsor on transactions where the sponsor invoices are:

- Paid.
- Generated and shown as billed on the billing schedule.

When you change **Bill-to Sponsor**, Workday updates the billing schedule with the new bill-to sponsor and sets the billing schedule status to *Draft*. You should update the rest of the billing schedule to ensure that all the information aligns with the new bill-to sponsor before submitting the billing schedule. Once submitted, the change to **Bill-to Sponsor** on the billing schedule is effective immediately on all versions of the award.

Steps

1. From the related actions menu of the award version you want to correct, select **Award** > **Correct**.
2. As you make the correction, consider these tabs:

Option	Description
Other Information	Select an active award correction reason in the **Reason** field in the **Correction Information** section.

Option	Description
	You can create condition rules on the steps of the *Award Correction Event* business process to route award corrections for review and approval based on the correction reasons.
	You can configure the optional fields on the *Award Correction Event* business process to hide or require the correction **Reason** field from this task.
Attachments	You can only add or delete attachments with award corrections. To edit existing attachments, manage the attachments directly from the related actions menu of the award.
	Attachments are always associated with the latest version of the award.

3. When you change **Sponsor** or **Bill-to sponsor** on the award contract, you can view these tabs in the *Approve Sponsor Change Details* step onthe *Award Correction Event* business process:

Tab	Details
Award Transactions	When you change the **Sponsor** on the award contract, Workday displays all non-canceled spend transactions that are associated with the sponsor on this tab. To update these transactions with the new sponsor, you can reprocess award costs for these transactions after the business process completes.
	To ensure accounting accuracy:
	• Bill any spend transactions that you want to charge to the old sponsor before you change the sponsor.
	Ensure that the spend transactions you want to charge to the new sponsor are unbilled and dated after the sponsor change correction date before you reprocess award costs.
	When you don't change the **Sponsor** on the award contract, Workday displays no rows on this tab.
Sponsor Invoices	When you change the **Bill-To Sponsor** on the award contract, with or without changing the **Sponsor**, Workday displays all approved and unpaid invoices that are associated with the bill-to sponsor on this tab. To update these invoices with the new bill-to sponsor, cancel and regenerate the invoices after the business process completes. When you change only the **Sponsor** and not the **Bill-To Sponsor** on the award contract, Workdaydisplays the unpaid invoices from spend transactions that are dated after the date of the award correction on this tab.

Tab	Details
Award Billing Schedules	When you change either the **Sponsor** or **Bill-To Sponsor** on the award contract, Workday displays all non-canceled billing schedules associated with the award on this tab. When you change the bill-to sponsor, Workday updates the bill-to sponsor on the billing schedules and puts the billing schedules in *Draft* status. Before you submit the billing schedules for approval, verify that the settings in the other fields on the billing schedule (example: **Payment Terms**) are still correct for the new bill-to sponsor, and update those that aren't. You can incorporate the update of the billing schedule onthe *Award Correction Event* business process by adding *Award Billing Schedule Event* as a subprocess after the completion step of the correction business process. Workday doesn't initiate this subprocess when the award version is not the current version. To ensure that Workday only initiates this subprocess when the bill-to sponsor changes, add an entry condition rule for the *Award Billing Schedule Event* step where the value for the **Has Bill-To Sponsor Changed?** field must be true. **Note:** The change of bill-to sponsor on the billing schedule is effective immediately upon submission of the billing schedule.

The **Award Transactions** and **Sponsor Invoices** tabs don't capture transactions or invoices with budget dates that fall outside of award line dates even when you select **Ignore Award Line Dates** in the company award costs processing rule. Workday picks up these transactions and invoices when you reprocess your award costs after the award correction event completes.

4. When you click **Save for Later**, you can edit the award later from the related actions menu of the award.

Result

Workday routes the award correction to reviewers with the *Award Correction Event* business process. When there are worktags on the award line, Workday routes the award correction to managers on the intersection of the worktags.

Next Steps

If your award correction involves changing:

- A setting that affects the facilities and administration (F&A) calculation, run the **Reprocess Award Costs** task after the award correction. See Reprocess Award Costs on page 35 for fields that require a reprocess when updated.
- The bill-to sponsor, cancel any unpaid invoices and recreate them with the new bill-to sponsor after you update the billing schedule.

Related Information
Tasks
Reference
2022R2 What's New Post: Award Corrections
Examples

Create Award Schedules

Prerequisites

Security: These security domains in the Grants Management functional area:

- *Manage: Grant Proposal*
- *Process: Award - Core*

Context

You can create schedules for the years and fiscal periods applicable to the award. Award periods are based on quarterly and annual intervals that begin on the start day of the award. Awards can start on any day of the year.

Steps

1. Access the **Create Award Schedule** task.
2. Select an award posting interval that matches reporting requirements.
3. Enter a period name for the award schedule.

   Workday creates an award schedule structure using the period name you specify. When you add a row, Workday increments the period.
4. Click **OK**.
5. Complete the award schedule for each award posting interval.

   To designate the award contract period, select the **Contract Start Date** and **Contract End Date** check boxes.
6. Click **OK**.

Next Steps

When you apply a budget to the award, you can only extend the last period of the award schedule or add additional award years and periods. When you extend or add intervals to the award, Workday updates the budget duration and periods.

Related Information
Tasks

Create Award Billing Sequence Rule

Prerequisites

Security: These domains in the Grants Management functional area:

- *Process: Award Billing*
- *Set Up: Grants Management*

Context

Workday creates customer invoice numbers each time you invoice a sponsor. You can also create award billing sequence rules to identify a sponsor when the sponsor requires award invoices to be numbered sequentially or in a custom pattern. When you create custom billing sequence rules, Workday displays both the customer invoice number and the billing sequence number on the award.

Steps

1. Access the **Create Award Billing Sequence Rule** task.
2. As you complete the task, consider:

Option	Description
Sequence Format String	Enter text that doesn't include brackets and any valid patterns, each surrounded by brackets. Example: Invoice[Seq][yyyy][MM][dd].
Sequence Padding	Enter the minimum number of digits you want to use for the award billing sequence number. Example: When you enter a sequence padding value of *3* and sequence start number of *1*, the invoice number displays as *001*.

Result

Workday uses the award billing sequence rule to create custom invoice numbers for sponsors.

You can:

• Edit the award billing sequence rule configuration.
• Add or delete patterns.
• Correct errors in invoices and reprint them with the correct invoice number.

Next Steps

Access the **Find Sponsor Invoices for Company** report to view awards without an award billing sequence number. Enable invoice sequencing for 1 or more awards.

Related Information
Tasks

Create Budget Check Options Sets

Prerequisites

• Add *Check Budget* as an *Action* step on your desired financial business processes.
• Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

You can create budget check options sets to populate the budgetary control options for each plan on your award that you want to budget check. These settings determine:

• The level of severity with which to control budget.
• The periods you control budget against.
• Whether plan or budget amounts accumulate from prior periods.

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Steps

1. Access the **Create Budget Check Options Set** task.
2. As you complete the task, consider:

Option	Description
Primary	Workday populates the **Budget Check Options Set** prompt on the award with the budget check options set you select as *Primary*. You can only select 1 budget check options set as *Primary*.
Enable Budget Check	Select to enable budget checking for financial transactions where the business process includes *Check Budget* as an *Action* step.
Include Reserved Journal Lines	Select to include *Reserved* journals in calculations of available balance. Example: You have 2 award-related transactions that impact the same budget. With this check box selected, you submit the first award-related transaction. As soon as the first transaction passes budget check, Workday: • Immediately places the journals in *Reserved* status. • Considers the reserved journals when calculating the available budget for the second award-related transaction. You can still include reserved journals in commitment accounting even when you don't select the **Enable Budget Check** check box.
Allow Credit Transactions to Pass	Your transactions fail budget check when the transaction increases your budget beyond the original budget.
Budget Check Option	Select the level of severity with which to control budget when performing budget checking on award-related transactions: • *Control*: Select to prevent the transaction from occurring until there's a revision to the transaction or budget that enables the transaction to pass budget check. • *Warn*: Select to continue with the transaction without taking corrective actions to resolve the exception. When there are insufficient funds for a transaction associated with a grant, both options alert the creator of the transaction.
Cumulative Control Periods	Select to accumulate the amount from all control periods up to the budget date or accounting date. Unspent budget from prior periods carries forward and is available for use in the next period.

Option	Description
	Clear to check the transaction against the amount for the control period that the budget date or the accounting date of the transaction falls in. Example: When a transaction created halfway through the year is subject to a budget, Workday checks the transaction against the accumulative budget amount across the first 6 months.
Ledger Types for Budget Check	Select which ledger types to include in the budget check. Example: You can include only your obligations for budget check and exclude your commitments. With this configuration, Workday includes: • Obligation and actual expenses in the background when you select the commitment ledger. • Actual expenses in the background when you select the obligation ledger.
Allow Budget Check Override	Select to enable budget check reviewers to approve budget check exceptions. When a reviewer approves an override, Workday displays the *Override Granted* status next to the budget check status on the transaction for all subsequent reviewers. When the reviewer approves the override, the transaction moves forward to the next step in the parent business process.

Next Steps

Add the budget check options set on an award. Workday requires you to select a plan structure and an entry type before using the **Budget Check Options Set** prompt. You can only add 1 budget check options set on each award.

Related Information
Concepts
Setup Considerations: Budget Check
Tasks
Examples

Steps: Set Up Award Subrecipients

Prerequisites

• Create a supplier to use as a subrecipient.
• Set up subrecipients.
• To enable grants users to receive supplier-related business processes, add the desired roles to the grant or grant hierarchy.

Context

You can use subrecipient information for tax reporting, to assess subrecipient risk, and for regulatory compliance.

Steps

1. Access the **Maintain Contact Types** task.

   Map the roles in your organization to the roles you use to manage subawards.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

2. Access the **Create Subrecipient** task.

   Add attachments to meet regulatory requirements, such as facilities and administration rates.

   Security: *Set Up: Subrecipients* domain in the Grants Management functional area.

3. Access the **Create Award** task.

   Add the subrecipient to the award line.

   Configure the *Award Event (Default Definition)* business process and security policy in the Grants Management functional area.

4. Access the **Maintain Subrecipient Risk Records** task.

   Add attachments to document the risk level of the subrecipient, such as compliance documentation.

   Security: *Set Up: Subrecipients* domain in the Grants Management functional area.

Next Steps

Use these reports to review and track subrecipient data and risk records:

• **Find Subrecipient Risk Records**

• **Find Subrecipients**

• **Supplier Invoice Summary for Subrecipients**

Steps: Manage Subawards and Risk Assessment

Prerequisites

• Create a supplier contract to link to the subaward.
• Set up award subrecipients.
• Security: *Set Up: Subaward* domain in the Grants Management functional area.

Context

You can use subawards to manage and track subrecipient related costs and contacts. Use the risk assessment data for regulatory compliance.

Steps

1. Access the **Maintain Subawards** task.
   a) Select a supplier contract from the **Subaward** prompt. Add new location types and locations, such as congressional district, if needed for compliance.
   b) Complete the **Subaward Contacts** section, including the subaward **Contact Type**.

2. Access the **Maintain Subaward Risk Assessment** task.

   Add any information necessary to assess and document the subaward risk level such as compliance documentation or facilities and administrative rates.

Next Steps

Use Workday subaward reports to review and track subawards and risk assessments:

- **Find My Subaward Risk Assessments**
- **Find My Subawards**
- **Find Subaward Contacts**
- **Find Subaward Risk Assessments**
- **Find Subawards**

Concept: Awards

An award in Workday represents the agreement between you and your sponsor. It's a central repository of all information and details of the agreement. You can manage the entire award through Workday, including:

- Purchase orders.
- Receivables.
- NSF codes.
- Assistance Listing.
- Budgets.
- Terms and conditions.
- Lifecycle status.
- Amendments and versioning.

You can also assign roles, link billing schedules, and complete other tasks on the award.

Optional Fields

You can configure optional fields on awards so that Workday hides them or requires them on the **Configure Optional Fields** task. With this customization, you might not see all of the information described below.

Award Types

Define different award types used to describe sponsored work. Common award types include grants, cooperative agreements, competitive grants, and fellowships. The **Maintain Sponsor Award Types** task enables you to create award types to classify the different awards you receive. Inactive award types don't display in the **Award Type** prompt, but Workday retains any existing usage. You can access the **Sponsor Award Type** report to view approved types and usage.

Spend Restrictions

Workday enables you to define spend restrictions to meet the terms that your sponsor has set for allowable costs. To implement spend restrictions on grants, you must:

1. Create a spend restriction to allow or disallow spending in specific spend categories or object classes.
2. Add the spend restriction to the award line associated with the grant that you want to charge your spends to.
3. Create a custom validation to check for the restriction on each spend transaction type.

When you define a default spend restriction on the award, Workday applies it to every line on the award, but you can overwrite it on the individual award lines.

Organizations for Award

You can designate the organizations that manage or have reporting access to the award. Example: Assign a cost center worktag to an award. You can then use the roles that are associated with the cost center for business process routing and report access.

Award Purpose Codes

Award purpose codes are another way to classify your awards. Define purpose codes that explain the purpose or focus of the award. You can inactivate award purpose codes to prevent their future use, and reactivate them later as needed. Workday retains their existing usage on awards.

Award Groups

For your internal management purposes, you might need to subdivide an award. You can then group your awards for reporting purposes on the **Create Award Group** task. You can group the awards by sponsor, purpose, type, region, or other classifications. An award can belong to multiple award groups.

Subawards

You can use subawards to manage and track subrecipient-related costs and contacts on the **Maintain Subawards** task. You can also include risk assessment information for regulatory compliance when you access the **Maintain Subaward Risk Assessment** task. Add any information necessary to assess and document the subaward risk level, such as:

*   Compliance documentation.
*   Facilities and administration rates.

Related Information
Tasks
Steps: Set Up Awards on page 69
Steps: Manage Awards on page 72
Examples
Example: Implement Spend Restrictions on Grants on page 113

Concept: Foreign Currency Award Contracts

You can create award contracts in a currency different than the company currency. When you create an award contract, the award currency populates based on the default currency of the bill-to sponsor. This setting enables you to create cost reimbursable and installment invoices in the preferred billing currency of the bill-to sponsor.

When you create an award contract in a currency different than the company currency, you must maintain currency conversion rates between the award currency and the company currency.

Example: A Canadian company creates an award contract for a sponsor in the United States. The sponsor requires that the award contract and award billing are in the bill-to sponsor currency of USD. The spend on the award can be in any currency the Canadian company supports.

Bill-To Sponsor

Before using foreign currency award contracts, verify your bill-to sponsor payment details:

*   Select the accepted currencies for the bill-to sponsor.
*   Select a default currency for the bill-to sponsor. When you select the bill-to sponsor on the award, Workday populates the **Award Currency** prompt with the default currency of the bill-to sponsor.

Billing and Sponsor Payments

When you create a billing schedule and generate billing installments, the installments display in the award currency.

When you create a sponsor invoice, the invoice amount posts to a ledger account. The invoice remains in the award currency, and the accounting displays in the award currency and in the company currency.

You can only use currency override rates on customer invoices when the associated award line type is a fixed amount.

You can also record cash sales in the award currency. See Record Cash Sales.

Award Revenue Recognition

Award revenue recognition journals calculate cost reimbursable transactions in the award currency.

Budgets

Award budgets display in the company currency only.

Related Information
Tasks
Create Awards on page 75

Concept: My Awards Dashboard

The My Awards dashboard is a configurable workspace that enables you to view operational and financial reports for the awards in your organization.

Workday delivers report worklets that you can use in the dashboard:

Report Worklet	Description
Committed Effort for My Awards	Displays commitments and personnel with committed effort on the award.
Funding for My Awards	Displays the available funding and time remaining on the award. You can also view budgets, actuals, and award contract details.
Purchases for My Awards	Displays the purchase orders and obligated amounts for the award. You can use the **Award Purchase Order Lines and Line Splits for Award Header Role** report filter to display purchase order lines for all grants based on the organizations on an award.
Tasks for My Awards	Displays tasks that are due on the award. You can use the **My Award Tasks** report filter to display the tasks based on the organizations assigned to the award.

Use the **Maintain Dashboards** task to enable report worklets on the My Awards dashboard. You can select the prompts and their values to display at the top of the dashboard for all users. For quick access, you can add the dashboard as a worklet on your **Home** page.

To access the reports, assign your role to the organizations associated with the award. Assignees can run reports that display:

- Tasks for all award lines on the award.
- Purchase order lines for all grants on the award.

Workday secures the reports to the *Manager Reports: Grants* domain in the Grants Management functional area.

Related Information
Tasks
Create Awards on page 75

Reference: Award History

The **Award History** report enables you to view changes on an award and related business objects over an activity period and across award versions. The report includes changes to:

- Assistance listing
- Award credits
- Award header
- Award lines
- Award schedule
- Award tasks
- Basis type
- Billing schedule milestones
- Billing schedules
- Committed effort
- Grants
- Letter of credit
- Notes tab
- NSF code
- Object class set
- Plan/Budget check options
- Rate agreements
- Revenue allocation profile
- Special conditions
- Sponsor or bill-to sponsor
- Subaward risk assessment
- Subawards

You can access the report as a:

- Report task, by accessing the **Award History** report.
- Related action of an award, by selecting **Award** > **View Award History** from the related actions menu of an award.
- Tab on the award contract when you view an award, after you configure the tab on the award composite view. See Example: Add Award History Report to Award Tab.

Security:

- To run the report and view changes on the award and award line, you need access to 1 of these domains in the Grants Management functional area:

  - *Process: Award - View*
  - *Report: Award*
  - *View: Award Contract*

- To view changes on the business objects associated with the award, you need access to the security domains for those business objects.

Column	Details
Timestamp	All events are reported in the time zone of the person accessing the report.
Task	The task that initiated the change.

Column	Details
Updated By	On most rows, this column displays the last person on the business process to review or approve the change. To see who initiated the award amendment or correction business process, look for the row where the amendment or correction event was created.
What Changed	The business object instance that changed.
	This report displays changes on contact information for sponsors and subawards under the Contact Details business object.
Changed Field	These fields contain no values when the reviewer deletes them from the award during a review, even if they were populated at the beginning of the amendment or correction business process:
	• Amendment Description
	• Award Attachments
	• Billing Schedule Attachments
	• Award Credit on the Award Line
	The Cost Rate Type field returns a blank value when you remove the cost rate type from the rate agreement.
	When you add or change role assignments on either the award or grants on the award, the **Business Object** column displays *Role* and the **Changed Field** column displays *Role Assignments*. You can determine whether the role was changed on the award or the grant by examining the **What Changed** column value, which contains the instance for either the award or the grant.
	The report doesn't track role assignment removals unless you remove the role assignment on the same day that you assign it.
Amendment/Correction Reason	You can find award amendment reasons on the rows that display both the old and new version numbers.
Correction Comment	The comments from the initiator and reviewers of the award correction business process.
	This report only displays award corrections on the latest version of an award.
Award Status	To ensure that this report captures the award status after a correction, the reviewer should enter a comment in the final approval step of the award correction business process. Without this final reviewer comment, the report won't display the approval step of the correction, even if the correction was approved.

Workday Proprietary and Confidential

Related Information
Tasks
Reference
2023R2 What's New Post: Award History

Reference: Committed Effort Reports

Use these composite reports to track committed effort on award proposals and awards. The committed effort includes both sponsored and cost-shared dimensions.

Report	Description	Security
Committed Effort for My Awards	Displays the committed effort on awards for your organization or award role. You can configure the **My Awards** dashboard to include this and other up-to-date reports about awards in your organization.	*Manager Reports: Grants* domain in the Grants Management functional area.
Committed Effort for Person	Displays the committed effort on awards and proposals for selected personnel. You can filter results by lifecycle statuses, award, person, and period end date. By default, Workday excludes proposals converted to awards in order to avoid duplication. To include all proposals and awards with committed effort, select the **Include Award Proposals Converted to Awards** check box.	*Manage: Grant Proposals* domain in the Grants Management functional area. *Manager Reports: Grants* domain in the Grants Management functional area.
Committed Effort on Award for Award Role	Displays committed effort on all awards for which the worker has an organization role or a role on the award, such as a Lead PI or Award Analyst.	*Manager Reports: Grants* domain in the Grants Management functional area.
Committed Effort on Award for Company	Displays the committed effort on awards for a given company. Workers who have company-level roles can access this report. This sub-report is part of the **Committed Effort vs Actuals for Company** composite report.	*Manager Reports: Grants* domain in the Grants Management functional area.

Report	Description	Security
Committed Effort on Award Proposal for Company	Displays the committed effort on award proposals for a given company. Workers who have company-level roles can access this report. This sub-report is part of the **Committed Effort for Person** composite report.	*Manage: Grant Proposals* domain in the Grants Management functional area.
Committed Effort vs Actuals for Award Role	Displays committed effort, actual effort, and the difference between committed and actuals. Workers who have organization roles or roles on the award, such as a Lead PI or Award Analyst, can access this report.	*Manager Reports: Grants* domain in the Grants Management functional area.
Committed Effort vs Actuals for Company	Displays committed effort, actual effort, and the difference between committed and actuals. Workers who have company-level roles can access this report.	*Manager Reports: Grants* domain in the Grants Management functional area.

Related Information
Concepts
Concept: My Awards Dashboard on page 97
Tasks
Create Awards on page 75
Create Award Proposals on page 59

Reference: Award Lifecycle Tasks

The award lifecycle consists of pre-award and post-award phases.

If your company captures the award proposal in Workday, you can access these tasks in the pre-award phase. If your company only captures the award details in Workday, you can access these tasks in the post-award phase:

Task	Description	Security
Maintain Award Purpose Codes	Define codes that explain the purpose or focus of an award.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Sponsor	Create individual or organizational sponsors to manage your awards. The sponsor profile gives you a comprehensive, actionable view of information on your sponsor, including: • Awards • Invoices • Payments	*Set Up: Sponsor* domain in the Grants Management functional area.

Task	Description	Security
	• Reports	
Create Award Schedule	Create and edit schedules for the years and fiscal periods applicable to the award.	These domains in the Grants Management functional area: • *Manage: Grant Proposals* • *Process: Award - Core*
Maintain Award Attachment Categories	Create document categories to assign to your attachments on awards. Categories enable you to identify documents by type when you review an award.	*Set Up: Grants Management* domain in the Grants Management functional area.

Pre-Award Setup

You can access these tasks to capture the award proposal details:

Task	Description	Security
Maintain Award Proposal Lifecycle Statuses	Define lifecycle statuses that designate the state of your award proposal.	*Set Up: Grants Management* domain in the Grants Management functional area.
Maintain Award Proposal Submission Types	Define submission types to identify the status of your submitted proposal, such as new or renewal.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Proposal Grant	Create a grant that you can associate with your proposal. You need a proposal grant to record the proposal budget.	*Manage: Grant Proposals* domain in the Grants Management functional area.
Create Award Proposal	Record and track information on the award proposal, such as: • Sponsor payments. • Opportunity details. • Proposed funding. • Award proposal schedule. • Percentage committed effort by project personnel. • Special conditions required by the sponsor. • Status of the submitted proposal throughout the grant management lifecycle.	Configure the *Award Proposal Event* business process and security policy in the Grants Management functional area.
Create New Award from Proposal	Once you create an award proposal, you can: • Create an award directly from a proposal in approved status. Workday transfers shared information to the	*Process: Award - Core* domain in the Grants Management functional area.

Task	Description	Security
	corresponding fields on the award lines. • Associate the new award with additional related proposals, such as funding supplements.	

Post-Award Setup

You can access these tasks to capture the award details:

Task	Description	Security
Create Grant	Create a grant to use as a worktag on an award to: • Charge against a grant on a purchase order. • Recognize revenue on the award. • Charge finance and administrative expenses to the award. Workday uses grants as the primary cost and revenue collector for an award.	• *Set Up: Basic Grant Worktag* domain in the Common Financial Management and Worktags functional areas. • *Set Up: Grants Management* in the Grants Management functional area. • *Manage: Grant - Create* in the Grants Management functional area.
Create Award	Create awards to specify the business rules, terms, and conditions that govern the award agreement with your sponsor.	Configure the *Award Event* business process and security policy in the Grants Management functional area.
Create Billing Schedule for Award	Create a billing schedule for an award or award line. You can define schedules for cost reimbursable transactions or installment billing.	*Process: Billing* domain in the Customer Contracts and Project Billing functional areas.

Optional Tasks

You can access these tasks to capture additional award information:

Task	Description	Security
Create Award Group	Group awards by your own classifications, including sponsor, purpose, type, or region. An award can belong to multiple award groups.	*Set Up: Award Groups* domain in the Grants Management functional area.
Create Object Class Set	Create object class codes and descriptions that map internal cost categories to meet sponsor requirements.	• *Set Up: Object Class* domain in the Common Financial Management functional area. • *Set Up: Grants Management* domain in the Grants Management functional area.

Task	Description	Security
Maintain Facilities and Administration Cost Basis Types	Create cost basis types to identify the types of expenses that can be the basis as facilities and administration costs under an award.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Facilities and Administration Rate Agreement	Create a sponsored program facilities and administration rate agreement. You must have a rate agreement for billing on cost reimbursable award lines.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Facilities and Administration Exception	Create exceptions to override rates on your facilities and administration rate agreement or waive facilities and administration costs on an award.	These domains in the Grants Management functional area: • *Manage: Grant Proposals* • *Process: Award - Core*
Maintain Assistance Listings	Manage the Assistance Listings for all awards. The Assistance Listing identifies the federal assistance program that funds the award. You can add the Assistance Listing on the award header or award line.	*Set Up: Award Classifications* domain in the Grants Management functional area.
Create Letter of Credit	Create a letter of credit for cost reimbursable awards from federal grants, contracts, and cooperative agreements.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Spend Restriction	Define allowable and unallowable costs for the award.	These domains in the Common Financial Management functional area: • *Set Up: Fund Accounting* • *Set Up: Fund* These domains in the Grants Management functional area: • *Set Up: Grants Management* • *Set Up: Spend Restrictions*
Maintain Salary Over the Cap Type	Define salary caps so that payroll expenses don't exceed limitations. You must be a Workday Grants Management or Workday Payroll customer to create, assign, and calculate salary caps.	*Set Up: Salary Cap* domain in the Core Payroll functional area.

Task	Description	Security
Maintain Award Task Types	Define the various types of award tasks that you can set in an award task list. These include progress reports, financial reports, and other reports associated with an award.	*Set Up: Grants Management* domain in the Grants Management functional area.
Maintain Award Task Statuses	Define the statuses that you can set for an award task.	*Set Up: Grants Management* domain in the Grants Management functional area.
Create Award Task List Template	Create a template that you can use to generate award task lists for an award. An award task template contains prepopulated award tasks and dates for a specific sponsor, award type, or purpose code.	*Set Up: Grants Management* domain in the Grants Management functional area.
Maintain Award Tasks	Create an award task list for an award. You can use award task templates to import common tasks for your sponsor, award type, or purpose code, then edit them according to your reporting needs.	*Process: Award Tasks* domain in the Grants Management functional area.

Related Information
Tasks

Steps: Set Up and Manage Award Proposals on page 58

Steps: Set Up Awards on page 69

Steps: Manage Awards on page 72

Create Award Billing Schedules on page 146

Create Grants on page 19

Reference: Awards Reporting

Reports

To view all available Workday-delivered reports on awards, access the **Workday Standard Reports** report, and select these report categories:

- Grants Management.
- Awards.

Reporting on Awards as Another Worker

To give users insight into the award information another worker can access, you can create custom reports that enable users to view as another worker and role. You can create the custom reports using these report data sources and filters:

RDS	RDS Filter
Award Lines	*My Award Lines Filter*

RDS	RDS Filter
Journal Lines for Financial Reporting	*Award Journal Lines for Award Header and Line Roles and Reporting Time Period*
Plan Lines for Financial Reporting	*Award Budget Lines for Award Header and Line Roles and Reporting Time Period*

To view the custom reports as another worker and role, you must have at least 1 role at the award or award organization level. You can use these prompts:

Prompt	Details
View as Employee	Enter the name of the worker whom you want to view the report as. Workday doesn't display a list of worker names to select from.
	You can only view worker information that you have security access to.
	To report on an award, the worker you select must have a role at either the:
	• Award credit level.
	• Award line level, including grants, organizations in worktags, and organizations in the award credit definitions on the award line.
View with Employee Role	Select a role on the award or award organization for the worker in the **View as Employee** field.
	You can select multiple roles for a single worker.
	Workday returns only the rows that both you and the employee can access.

Discovery Boards

You can create Discovery Boards to report on your awards, award lines, and award tasks by using these report data sources:

• Award Lines.
• Awards.
• Award Tasks.
• Cost Reimbursable Transaction Lines.

Related Information
Reference
Reference: Award History on page 98
2023R2 What's New Post: Award History

Example: Add Award History Report to Award Tab

This example illustrates how to set up a tab on the award contract composite view to run the **Award History** report.

Context

You want to configure your award composite view such that when you click the **Set Up & History** tab on the award contract, you see an **Award History Report** subtab that you can select to view changes on the award over an activity period or across versions.

Steps

1. Access the **Copy Standard Report to Custom Report** task.

a) Select *Award History*.
b) Click **OK**.
c) Enter **Name**: *Award History Report*.
d) Click **OK**.
e) Click the **Prompts** tab, and select these values on the **Prompt Defaults** grid:

Field	Required	Do Not Prompt at Runtime
From Date	Selected	Selected
To Date	Selected	Selected

f) Add 4 rows to the **Prompt Defaults** grid, with these values:

Field	Default Type	Required	Do Not Prompt at Runtime
Award	No default value	Selected	Not selected
Award Contract Versions	No default value	Not selected	Selected
Award Lines	No default value	Not selected	Selected
Business Objects	No default value	Not selected	Selected

g) Click the **Share** tab, and select *Share with all authorized users.*
h) Click **OK** and **Done**.

Security: *Custom Report Management* domain.

2. Access the **Configure Profile Group** task.

a) Select the *Set Up & History for Award Contract Composite View Profile* profile group.
b) Click **OK**.
c) Add a row, and select *Award History Report* in the **Report** column.
d) Click **OK**.

Security: *Set Up: System* domain in the System functional area.

Result

When you view an award contract, you can click the **Set Up & History** tab and select the **Award History Report** subtab to view changes on the award over a given period.

Related Information
Reference
2023R2 What's New Post: Award History

Example: Create Awards with Cost Reimbursable Lines

This example illustrates how to create an award with 1 cost reimbursable line.

Context

You're an award contract specialist at Alma Mater University (USA). You want to create an award in Workday based on an award contract that you received from the National Science Foundation on 2021-12-01, for 145,000 USD.

The award is for the *Innovations in Biological Imaging and Visualization* grant. Your sponsor agrees to pay for on campus research expenses from 2022-01-01 to 2022-12-31 for:

- Direct award spends of up to 100,000 USD.
- Facilities and administration costs (F&A) of up to 45% of the direct spend amount.

You want to create an award with 1 primary line of funding that enables you to:

- Capture only spend transactions with budget dates that fall between 2022-01-01 and 2022-12-31.
- Bill the sponsor for cost reimbursable spend transactions.
- Calculate F&A costs based on the *Modified Total Direct Costs* F&A rate agreement.

Prerequisites

- Set up fund, grant, and sponsor.
- Set up F&A cost rate definition location and name, cost rate type, and F&A rate agreement.
- Configure the *Award Event* business process and security policy in the Grants Management functional area.

Steps

1. Access the **Create Award** task.
2. On the **Overview** tab, enter these values:

Option	Description
Company	*Alma Mater University (USA)*
Name	*Imaging Innovations Award*
Award Date	*12/01/2021*
Sponsor	*National Science Foundation*
Bill-To Sponsor	*National Science Foundation*
Award Currency	*USD*
Sponsor Direct Cost	*100,000.00*
Sponsor Facilities and Administration	*45,000*
Authorized Amount	*145,000*
Award Schedule	Select **Create Award Schedule** and enter these values: • Award Schedule Name: *Imaging Innovations* • Award Posting Interval Group: *Annual* Click **OK**. In the **Fiscal Periods** grid, fill in the dates for the period: • Start Date: *01/01/2022* • End Date: *12/31/2022* Click **OK**.

3. Select the **Award Lines** tab, then click **Add** to add a new award line and enter these values:

Option	Description
Line Type	*Cost Reimbursable*
Grant	*Innovations in Biological Imaging and Visualization*
Line Amount	*145,000.00*
Revenue Category	*Grants*
Rate Agreement	*Modified Total Direct Costs*
Cost Rate Type	*On Campus Research*
Revenue Allocation Profile	*Institution Level*
From Date	*01/01/2022*
To Date	*12/31/2022*
Cost Center	*4260 Development Research*
Fund	*02 Sponsored Programs Fund*

4. Select the **Primary** check box.

5. Click **Submit**.

Result

Workday creates the new award with 1 cost reimbursable award line.

Next Steps

Create and approve a billing schedule for the new award.

Related Information
Concepts
Setup Considerations: Awards on page 61
Tasks
Steps: Set Up Funds on page 13
Set Up and Manage Sponsor Information on page 17
Create Grants on page 19
Steps: Manage Facilities and Administration Costs on page 28
Create Awards on page 75

Example: Create Award Budget Checks

This example illustrates how to create budget checks for award-related spending using the object class worktags on the spend transactions.

Context

You're an award contract specialist at Alma Mater University (USA). You want to implement a budget check for your direct spends on the award line for AWD-125. As part of the approval process, you want Workday to check your spend transactions in a given period to ensure that the total expenses on:

*   Salaries don't exceed 100,000 USD.
*   Supplies don't exceed 50,000 USD.
*   Constructions don't exceed 100,000 USD.

You want the budget check to:

- Block transactions that don't satisfy the criteria.
- Pass credit transactions automatically.
- Include reserved journals.
- Allow budget to accumulate from previous award entry periods.
- Apply to actuals, encumbrance, and pre-encumbrance ledger types.

Prerequisites

- Create and approve an award.
- Security: *Manage: Project Budget* domain in the Projects functional area.

Steps

1. Access the AWD-125: Athletic Foundation - Sports Park 08/01/2020 (version 0) award.
2. On the **Plan** tab, click **Create Budget Template** and enter these values:

Option	Description
Plan Structure	*Award*
Company	*Alma Mater University (USA)*
Award	*AWD-125: Athletic Foundation - Sports Park 08/01/2020 (version 0)*
Default Entry Type	*Award*

3. Click **OK** and **Done**.
4. Click **Edit Budget Check Options** and enter these values:

Option	Description
Plan Structure	*Award*
Company	*Alma Mater University (USA)*
Plan Name	*AWD-125: Athletic Foundation - Sports Park 08/01/2020 (version 0)*

5. Click **OK**.
6. Enter these values on the **Award** tab:

Option	Description
Enable Budget Check	Select.
Include Reserved Journal Lines	Select.
Allow Credit Transactions to Pass	Select.
Budget Check Option	*Control*
Evaluation Date	*Budget Date*
Cumulative Control Periods	Select this check box, and select the *Control by Award Entry Period* option.
Ledger Types for Budget Check	Select *Actuals*, *Encumbrance*, and *Pre-Encumbrance*.
Allow Budget Check Override	Select

7. Click **OK** and **Done**.

8. Click **Maintain Budget**.

9. Click **OK**.

10. Add plan lines with these values:

Ledger Account/ Summary	Worktags	AW 1 Annual Amount	AW 2 Annual Amount
6000: Salaries	*Object Class: Federal Programs: 1000 Personnel* *Grant: 125 Athletic Foundation- Sports Park*	*100,000.00*	*100,000.00*
6730: Supplies	*Object Class: Federal Programs: 5000 Supplies* *Grant: 125 Athletic Foundation- Sports Park*	*50,000.00*	*50,000.00*
6800: Construction	*Object Class: Federal Programs: 6000 Contractual* *Grant: 125 Athletic Foundation- Sports Park*	*100,000.00*	*100,000.00*

11. Click **OK** and **Done**.

12. Click **Submit Budget**.

13. Click **OK**.

Result

You can now do budget checks on your award spending. Workday checks all spend transactions that contain the *125 Athletic Foundation- Sports Park* grant worktag against this budget before approving the transactions. The budget check fails for transactions that:

- Don't have the specified worktags.
- Exceed the amount in the budget for the specified worktags.

Related Information
Tasks
Create Awards on page 75
Set Control Options for Position Budgets
Maintain Budget

Example: Implement Custom Validations on Awards

This example illustrates how to create custom validations for award creations.

Context

You're the award contract specialist for Alma Mater University (USA). You want to ensure that an award sponsored by the federal agency *National Institutes of Health* always contains an assistance listing on the

award header. You configure a custom validation to prevent users from creating or correcting an award when both the:

- Award sponsor is *National Institutes of Health* .
- **Assistance Listing** field on the award header is blank.

Prerequisites

- Set up awards.
- Security: *Set Up: Custom Validations* domain in the Common Financial Management and System functional areas.
- Configure these business processes and security policies in the Grants Management functional area:
    - *Award Event*
    - *Award Correction Event*

Steps

1. Access the **Maintain Custom Validations** report.
2. Select **Award Contract** from the left panel.
3. Click **New Validation** for *Critical* severity.
4. In the **Description** field, enter *Federal Sponsor with no Assistance Listing Number* .
5. In the **Rule Conditions** grid, enter these values on the existing row:

Option	Description
And/Or	*And*
***Source External Field or Condition Rule**	*Sponsor*
***Relational Operator**	*in the selection list*
Comparison Type	*Value specified in this filter*
Comparison Value	*National Institutes of Health*

6. Add a row and enter these values:

Option	Description
And/Or	*And*
***Source External Field or Condition Rule**	*Assistance Listing for Award*
Relational Operator	*is empty*

Result

When you try to create or correct an award with *National Institutes of Health* as the sponsor and no **Assistance Listing** selection on the award header, Workday displays an error message.

Next Steps

To apply the same validation when you amend an award, create a similar custom validation for **Award Amendment** on the **Maintain Custom Validations** report.

Related Information
Tasks
Set Up Custom Validation Severity and Conditions
Create Awards on page 75

Reference

2022R2 What's New Post: Custom Validations on Awards

Example: Implement Spend Restrictions on Grants

This example illustrates how to implement spend restrictions on grants.

Context

You're the award contract specialist for an award where the award sponsor doesn't allow you to charge expenses in the *Entertainment* spend category to a grant. To implement this spend restriction, you want to:

1. Create a spend restriction that disallows the *Entertainment* spend category.
2. Add the spend restriction to the award line associated with the grant.
3. Create a custom validation to check for the restricted spend category on each of the spend transaction types.

Steps

1. Create a spend restriction to disallow spending in the *Entertainment* spend category:

   a) Access the **Create Spend Restriction** task.

   Security:

   - *Set Up: Fund* and *Set Up: Fund Accounting* domains in the Common Financial Management functional area
   - *Set Up: Grants Management* domain in the Grants Management functional area.
   - *Set Up: Spend Restrictions* domain in the Financial Accounting functional area.

   b) Enter these values:

Spend Restriction Name	Unallowable - Entertainment
Entry Type	Unallowable Costs
Restricted by	Spend Category and Pay Component Group
Spend Categories	Entertainment

   c) Click **OK** and **Done** .

2. Assign the spend restriction to the award line associated with the grant:

   a) Access the task to create or update the award.

   b) On the **Award Lines** tab, select *Unallowable - Entertainment* in the **Spend Restriction** field on the award line associated with the grant where you want to restrict spending.

3. Create a custom validation to check for the spend restriction in your spend transaction types. For example, for expense reports:

   a) Access the **Maintain Custom Validations** report.

   Security: *Set Up: Custom Validations* domain in the Common Financial Management and System functional areas.

   b) On the left panel, select *Expense Report*.

   c) On the right panel, click **New Validation** for *Critical*.

   d) In the **Description** field, enter: *Unallowed spending in restricted spend categories*, and create these rows in the **Rule Conditions** grid:

And/Or	*Source External Field or Condition Rule	*Relational Operator	Comparison Type	Comparison Value
And/Or	Grant	is not empty	value specified in this filter	
And	Allowable Spend for Grant	equal to	value specified in this filter	Select the check box.

   e) Repeat for each type of transaction that you want to apply the spend restriction on.

Result

When you create an expense report in:

- The *Entertainment* spend category with the grant worktag, Workday displays a critical validation.
- Other spend categories with the grant worktag, Workday enables you to submit the expense report.

Related Information
Tasks
Create Awards on page 75
Create Spend Restrictions
Configure Custom Validation Messages

Example: Route Award Corrections

This example illustrates how to set up award correction reasons and use the reasons to route award corrections to specific reviewers.

Context

You're the award contract specialist at Alta Mater University (USA). You want to route all your award corrections to the grant administrator for review. In addition, you want to route award corrections with the correction reason of *Spending Authorization Increase* to the grant budget specialist for an additional review.

Prerequisites

Security:

- *Set Up: Grants Management* domain in the Grants Management functional area.
- Configure the *Award Correction Event* business process and security policy in the Grants Management functional area.

Steps

1. Access the **Maintain Award Amendment and Correction Reasons** task.

2. Select the **Correction Reason** check box for all award correction reasons, including *Spending Authorization Increase*.

3. Click **OK**, **Done**.

4. From the related actions menu of the *Award Correction Event* business process for Alta Mater University (USA), access the **Business Process Policy** > **Edit** task.

5. Select these security groups for the action step **Review Award Correction**:

    *   Grant Administrator
    *   Grant Budget Specialist

6. Click **OK**, **Done**.

7. Access the **Activate Pending Security Policy Changes** task.

8. Enter the comment: *Enable security groups for the Review Award Correction action step.*

9. Click **OK**.

10. Select the **Confirm** check box and click **OK**.

11. From the related actions menu of the *Award Correction Event* business process for Alta Mater University (USA), access the **Business Process** > **Edit Definition** task.

12. Click **OK**.

13. Add 2 rows in the grid with these values:

Order	Type	Specify	Group
b	*Action*	*Review Award Correction*	*Grant Administrator*
c	*Action*	*Review Award Correction*	*Grant Budget Specialist*

14. Click **OK**.

15. From the related actions menu of step *c*, access the **Business Process** > **Maintain Step Conditions** task.

16. Click **OK**.

17. Add a row on the **Entry Conditions** tab.

18. In the ***Rule** field, access the **Create** > **Create Condition Rule** task.

19. Click **OK**.

20. In **Description** field, enter: *Spending Authorization Increase.*

21. Enter these values on the **Rule Conditions** row:

Column	Value
And/Or	*And*
Source External Field or Condition Rule	*Correction Reason*
Relational Operator	*in the selection list*
Comparison Type	*Value specified in this filter*
Comparison Value	*Spending Authorization Increase*

22. Click **OK**, **OK**.

23. From the related actions menu of step *c*, select **Business Process** > **Set as Completion**.

24. Click **OK**, **Done**.

Result

When you correct an award and select *Spending Authorization Increase* as the correction reason, Workday routes the award correction to the grant administrator and the grant budget specialist.

When you correct an award but don't specify a correction reason, or specify a correction reason other than *Spending Authorization Increase*, Workday routes the award correction only to the grant administrator.

Related Information
Tasks
Correct Awards on page 87
Reference
2022R2 What's New Post: Award Corrections

Award Lifecycle

Steps: Set Up Award Lifecycle Statuses

Prerequisites

Security: *Set Up: Grants Management* in the Grants Management functional area.

Context

The award lifecycle status determines the state of the award header and the award line. You can create custom validations to verify restrictions on spend transactions based on statuses on awards and award lines. You can update the award lifecycle status to control award transactions in these areas.

Example: To prevent users from creating and charging supplier invoices to a grant when the award line lifecycle status is 30 days from closing, you can create a custom validation for Supplier Invoice to display a critical error when the *Award Line Lifecycle Status* is *30 days from Close.*

Steps

1. Access the **Maintain Award Lifecycle Statuses** task.

   Define lifecycle statuses for awards and award lines.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

2. Access the **Maintain Award Lifecycle Status Combinations** task.

   Define the lifecycle statuses that you want to use on award headers and the corresponding award lines. These settings determine the award line lifecycle statuses that you can set in combination with award header lifecycle statuses.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

3. (Optional)Create Award Lifecycle Status Update Rules on page 116.

   Create update rules when you want Workday to update award lifecycle statuses automatically based on dates and other statuses.

Related Information
Reference
Reference: Award Lifecycle Tasks on page 101
The Next Level: Award Lifecycle

Create Award Lifecycle Status Update Rules

Prerequisites

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

You can create rules to update award lifecycle statuses based on award or award line dates, or on award task statuses. Workday uses these rules to update award lifecycle statuses when you run the **Schedule Mass Update for Award Lifecycle Status** task and select the **Using Update Rules** option.

Steps

1. Access the **Maintain Award Lifecycle Status Update Rules** task.
2. As you complete the task, consider:

Option	Description
Evaluation Order	• Rules apply from top to bottom. • When any rules overlap, the lower rule overrides the higher rule. • Changes you make to a higher rule can influence how subsequent rules apply to the award.
Applies To	Select when the rule applies to the award header or to the award lines. When you select **Line Status**, the **Award Life Line** option becomes available in the **Relative To** column.
Based On	Select **Dates** to configure rules based on: • Award Schedule Life. • Award Contract Period. • Award Line Life (only available for line status rules.) Select **Award Tasks** to create rules based on the award task types and applicable statuses. This option activates the **Award Tasks** column.
Time	When you schedule mass updates for award lifecycle statuses, Workday updates the status when the run date meets the conditions set by this field, relative to these settings: • **Before or After** • **Start or End Date** • **Relative to** **Note:** Workday evaluates each date rule on the day the mass update is run, and only updates lifecycle statuses of rules that evaluate to true on the date of the run. Example: To update the award line lifecycle status within 30 days before the award line end date. Set: • **Number of Days**: *30* • **Before or After**: *On or Before Date* • **Start or End Date**: *End Date* • **Relative to**: *Award Line Life*

Option	Description
	Workday updates the award lifecycle status for this row when mass update is run anytime during the last 30 days of the award line life.

The award lifecycle status doesn't change when:

- You schedule the mass update to run outside of the date range of a date rule.
- There's an error within the rules for an award. You can use the **Award Lifecycle Status Mass Updates** audit report to check for errors.

Schedule Mass Updates for Award Lifecycle Statuses

Prerequisites

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

You can schedule mass updates for the lifecycle statuses of your awards based on your business requirements. When you schedule a mass update based on date rules, Workday evaluates the date on the rules based on the day the update is run.

The scheduler doesn't override your existing configuration on the **Maintain Award Lifecycle Status Combinations** task.

You can use this task to mass update awards that meet the rule requirements and that have these statuses:

- Award version status of *Award in Effect*.
- Award status of *Approved*.

Steps

1. Access the **Schedule Mass Update for Award Lifecycle Status** task.
2. As you complete the task, consider:

Option	Description
Run Frequency	To schedule mass updates based on date rules, ensure that you schedule the update to run during the effective date ranges in the rules.
	Example: You have a date-based rule to update the lifecycle when the date of the mass update is 30 days before the end of the award line date. If the award line end date is 2023-06-30, Workday will update the status when the mass update is run between 2023-06-01 and 2023-06-30. To update the status promptly on 2023-06-01, either schedule the mass update to run on a *Daily Recurrence*, or on a *Monthly Recurrence* on the first day of the month using the **Schedule** tab.
Awards	When you don't select an award, Workday schedules mass updates for all awards that meet the criteria.

Option	Description
Update Values	Select predefined rules or update the header and line status of your targeted awards.
	When you select the *Using Update Rules* option, the scheduler applies the update rules you configured on the **Maintain Award Lifecycle Status Update Rules** task.
	Note: To update the award lifecycle status using a date-based rule, ensure that you schedule the mass update to run during the effective date range of the rule.
Preview	Select to preview awards that currently meet the criteria.

3. When you select a **Run Frequency** other than *Run Now*, use the **Schedule** tab to define further details of the schedule.

Next Steps

Run the **Award Lifecycle Status Mass Updates** report to view previous status changes and identify errors.

Award Tasks

Setup Considerations: Award Tasks

You can use this topic to help make decisions when planning your configuration and use of Award Tasks. It explains:

- What they are.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

Award tasks in Workday are tasks that help you manage and maintain your awards. Some examples of award tasks are interim or final progress reports, financial reports, and invention reports.

Business Benefits

Award tasks:

- Enable you to set the dates for each task relative to the award schedule or contract period.
- Enable you to manage all the award tasks associated with an award in a list.
- Can serve as milestones to bill your sponsor, or as closeout tasks.
- Remind assignees when tasks are almost due or overdue through alert notifications.
- Automatically route to selected roles for review and approval using the *Award Task Event* business process.

Use Cases

- As part of your award commitment, the sponsor requires you to provide a project-specific task before you bill them. You create the corresponding award task in Workday and configure it as a billing milestone.
- Your supervisory organization requires you to deliver a quarterly progress report to demonstrate your work. You create a progress report award task that occurs every 3 months.
- You need to produce a final federal financial report before you can close out an award. You create a final financial report award task and configure it as a closeout task.

Questions to Consider

Questions	Considerations
Do you have awards that share the same sponsor and award type or purpose code?	Awards with the same sponsor, award type, and purpose code often have the same list of requirements to fulfill. You can create award task list templates that consist of the tasks that specific sponsors, award types, and purpose codes require. You can then use the templates to create award task lists quickly for any awards with the same requirements.
What are your reporting requirements?	Award tasks can be any tasks that your sponsor or organization requires you to perform to maintain your award. The common task types that you can configure as award tasks are: • Financial reports. • Progress reports. • Invention reports. When you complete an award task, you can attach your reports to the task for record and audit purposes.
When do you need to fulfill each requirement?	To set the start, end and due dates for your award task, you can specify the task timeline relative to the: • Award contract period. • Award schedule. • Life of the award. • Posting interval. Workday calculates the actual dates and generates the incremental tasks for the duration and frequency you specify.
Who is responsible for completing and reviewing each task?	You can assign the award task to a role in the award, award organization, or award line organization. If your award is part of a grant, you can also assign it to a role on the grant. You can route award tasks to reviewers and approvers by configuring the *Award Task Event* business process. You can also route all approval requests to a single worker by selecting the *Award Contract Owner* security group.

Questions	Considerations
Do you use reports as billing milestones or closeout tasks?	When you have a task that you must complete before billing the sponsor, you can define the task as a billing milestone. Workday ensures that the billing installments are unbillable until the billing milestone task completes. Examples of billing milestones are: • Interim progress reports. • Annual financial reports. When you have a task that you must complete before closing out an award, you can define the task as a closeout tasks. At the end of the award life, you can use Workday reports to check the statuses of remaining closeout tasks to ensure that they're complete. Examples of closeout tasks are: • Final financial report. • Invention report.

Recommendations

Workday recommends that you:

• Set up alerts for your award tasks to notify assignees when a task is due.
• Create separate award task list templates for closeout and non-closeout tasks.

Requirements

Before creating your award task lists:

• Set up an award with a configured award schedule.
• Assign roles to workers responsible for performing the award tasks.

Limitations

You can only use 2 award task templates to create the award task list for an award, 1 for closeout tasks and 1 for non-closeout tasks. When you want to change the template for an award task list, you must first remove the award tasks added with the template from the award task list.

Tenant Setup

No impact.

Security

Domain	Considerations
Set Up: Grants Management domain in the Grants Management functional area	• Create and edit award task list templates. • Maintain award task statuses. • Maintain award task types.
Process: Award Tasks domain in the Grants Management functional area	Create the award task list for your award.

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Business Processes

Set up the *Award Task Event* business process to route each award task to the appropriate reviewer, and to the award contract owner for approval.

Reporting

Reports	Considerations
Award Tasks Due Next 90 Days	Use this report to identify award tasks that are due in the next 90 days.
Award Tasks Due Next 90 Days or Overdue	Use this report to identify award tasks that are due soon or overdue.
Award Task Status	Use this report to view the status of award tasks and identify tasks that are incomplete.
Find Award Tasks	Use this report to view all the award tasks in an award group.
Task Status for My Awards	Use this report to view the your award task assignments and due dates.
View Award Task List Template	Use this report to view the details of existing award task list templates.

Integrations

Web Services	Considerations
Get Award Task List Templates	Use to load and retrieve 1 or all award task templates. You can use this web service to copy an award task list template before modifying it for a different sponsor, award type, or purpose code.
Get Award Task Statuses	Use to load and retrieve 1 or all award tasks.
Get Award Task Type Groups	Use to load and retrieve the award task type group of an award task type.
Put Award Tasks for Award	Use to create or update an award task for a specific award.
Get Award Tasks	Use to load and retrieve award tasks that meet the request criteria, or all award tasks.
Put Award Task	Use to create, update, or delete a single award task.
Put Award Task Status	Use to add or update the status of an award task. You can also use this report to change the order of an award task status.
Put Award Task Type Group	Use to add or update an award task type group.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Tasks
Reference
Preconfigured Content: Financials Delivered Configurations
The Next Level: Award Tasks, Task Lists and Templates
Examples

Steps: Set Up Award Tasks

Prerequisites

Create awards.

Context

Award tasks are administrative tasks that you do or track for a sponsor to support the terms of your award contract. Examples of award tasks are progress or financial reports, and billable milestones. You can manage these tasks in Workday by setting up award tasks and putting these tasks in a task list for an award.

Steps

1. Access the **Maintain Award Task Types** task.

   Create the type of tasks you need to deliver for your awards, and add them to the appropriate award task type groups. You select from these award task types when you create the award task list for the awards.

   Select the **Closeout Task** check box for tasks that you need to complete before closing out an award. You can view the statuses of closeout tasks with standard reports before closing out your awards.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

2. Access the **Maintain Award Task Statuses** task.

   Create statuses to track the progress of tasks against predefined milestones and upcoming due dates.

   • Select the **Indicates Task is Done** check box for statuses that define a task as done in your organization.

     Example: If a task is considered done after you submit a report to the sponsor, select the **Indicates Task is Done** check box in the *Submitted* status.

   • Select the **Award Task Status for BP Complete** check box to set the award task to this status when the *Award Task Event* business process completes.

   Select **Award Task Status for BP Complete** and not **Indicates Task is Done** for statuses that mark the end of the business process but not the award task.

   Security: *Set Up: Grants Management* domain in the Grants Management functional area.

3. (Optional) Configure the *Award Task Event* business process secured to the Grants Management functional area to manage, route, and track your award tasks.

   - To set up a step to review award tasks, select *Review Complete an Award Task* for **Specify**, and add the security groups for the reviewer roles.
   - You can route the approval step to a single worker by selecting the *Award Contract Owner* group, and setting the **Award Contract Owner** in the award definition.

   When you route an award task through the business process, you can only update the award task status and attachments through the business process.

4. (Optional) Set up alerts to notify assignees when a task is due.

   See Steps: Set Up Alerts for Award Tasks on page 124.

5. (Optional) Create Templates for Award Task Lists on page 125.

   You can build templates with award tasks that meet standard requirements for particular sponsors, award types, and purpose codes.

6. Create Task Lists to Manage Award Tasks on page 126.

   Create a list of award tasks for your award and schedule them with the actual dates relevant to the award.

Related Information
Reference
The Next Level: Award Close Out Tasks

Steps: Set Up Alerts for Award Tasks

Prerequisites

- Create awards.
- Assign workers to roles needed to perform the award tasks in the awards.

Context

You can set up alerts to notify task assignees when their award tasks are due or overdue. You can include a task in the notification message that enables recipients to view and complete their award tasks.

Steps

1. Access the **Copy Standard Report to Custom Report** task.

   Create a custom report by copying the **Award Tasks Due Next 90 Days or Overdue** standard report and editing it according to your alert requirements.

2. (Optional) Configure and View Alerts.

   To schedule alerts to remind task assignees of award tasks that are due or overdue, select the custom report that you created.

   In the **Alert Configuration** section, select:

   - **Value Type**: *Specify Value*.
   - **Value**: Award name.
   - **Task**:

     - *Complete Award Tasks*, for role assignees to complete the award task in a business process.
     - *Maintain Award Tasks*, for award task owners to manage the award task manually.

   - **Recipients**: *Role*.

   Security: *Notification Alerts* domain in the System functional area.

Result

Recipients receive notification alerts when their tasks are due or overdue.

Related Information
Tasks

Create Templates for Award Task Lists

Prerequisites

• Create:

  • Award task types.
  • Award schedules.
• Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

Award task list templates enable you to create lists of award tasks to meet the reporting requirements of a sponsor, award type, or purpose code. You can:

• Schedule task milestones for particular dates and posting intervals.
• Enable task milestones to reoccur during the life of the award.
• Use templates during task creation to generate tasks in multiple task lists.

Steps

1. Access the **Create Award Task List Template** task.
2. As you complete the **Valid for** section, consider:

Option	Description
Award Posting Interval Group	To use this template on awards that have a specific posting interval group, select that posting interval group. To use this template on multiple awards with different posting interval groups, don't select any posting interval group. When you create an award task list from this template, Workday generates the reoccurring tasks across the posting interval you select.
Closeout Template	Select this check box to dedicate the template to only closeout tasks. Workday recommends that you create separate templates for closeout and noncloseout tasks, and use both templates to create your award task lists.

3. (Optional) In the **Award Task Template** section, add the award tasks required for the sponsor, award type, or purpose code.

   As you complete each task, consider:

Option	Description
Task Type	Select from the list of award task types you created when you set up the award tasks.
Closeout Task	You can define a task as a closeout task in the award task type.

Option	Description
Role	Select the roles that can complete the task in the awards.
Due Date, Start Date, End Date	Select a date for the task relative to the anchoring period. To ensure that your report is complete before it's due, always set the due date to be later than the end date. Example: To generate a report that: • Starts 10 days before the beginning of the award schedule. • Ends on the last day of the award schedule. • Is due 1 month after the award schedule ends. Set: • Due Date: 1 month after the end of the award schedule period. • Start Date: 10 days before the beginning of the award schedule period. • End Date: On the day of the end of the award schedule period.

Result

When you create an award task list from this template, Workday copies all the tasks from the template into the award task list, and calculates the actual dates. You can delete tasks you don't need and make other edits to suit your reporting needs.

Example

When you specify relative dates, you enable auto-generation of actual dates for all relevant years. If a five-year award requires an annual progress report, Workday generates 5 tasks on the award task list from the first task you enter on the template.

Related Information
Tasks
Steps: Set Up Award Tasks on page 123
Steps: Manage Awards on page 72

Create Task Lists to Manage Award Tasks

Prerequisites

• Create:

    • Award schedules.
    • Award task types.
    • Award task statuses.
• Security: *Process: Award Tasks* domain in the Grants Management functional area.

Context

An award task list consists of all the award tasks you need to complete for an award. You can use an award task list to manage multiple award tasks instead of manually tracking them.

An award task list enables you to:

- Gather all the tasks for an award in 1 place.
- Schedule tasks at different frequencies for different due dates.
- Assign roles to each task.
- Assign statuses for tracking the progress of tasks.
- Set award tasks as billing milestones for installments.

Steps

1. Access the **Maintain Award Tasks** task.
2. (Optional) To import multiple award tasks into the task list instead of creating each task manually, select an award task list template.

   When you create an award task list from a template, Workday calculates the actual task dates based on the date definitions in the template and your award schedule.

   The templates available for selection have either the same posting interval as the award or no assigned posting interval group.

   Workday populates the Suggested Templates prompt category with templates that share the same sponsor, type of award, and purpose codes as your award.
3. Click **OK**.
4. As you complete the task, consider:

Option	Description
Award Line	Workday assigns all award tasks to the primary award line by default.
Billing Milestone	Displays for billing schedules with the *Installment* billing type. Select this check box to assign the award task as a billing milestone on installments. When an assignee completes a billing milestone task, Workday updates the billing installment line status from *Pending Milestone* to *Available*, enabling you to bill your sponsor that installment.
Dates	To ensure that the sponsor receives a complete report, select a **Due Date** that occurs after the **End Date**. When an assignee completes a task outside the business process, you can manually update the **Completed On** date with the actual completion date. When the assignee completes the task through the business process, Workday updates this date with the date the approver approves the task.
Assigned To	You can assign the award task to a user with role on the grant, award, award header organization, or award line organization.

Option	Description
	You can verify which specific worker the award task is assigned to by clicking the **Assignment Detail** button. When you configure alerts for award tasks, the assignees receive notifications for upcoming and missed milestones depending on your alert setup.
Status	Workday sets this status to *Not Started* by default. When you route the award task for approval in the Award Task Event business process, Workday updates the **Business Process Status** instead of this status. When the business process completes, Workday updates this value to the award task status you define for business process completion.
Attachments	You can attach a copy of the report or a list of detailed instructions to assist assignees in completing their tasks or reports.
Business Process Status	Workday updates this column to: • *In Progress* when the *Award Task Event* business process begins. • *Successfully Completed* when the business process completes.

5. Click **OK** and **Done**.

Result

You can now view and manage the list of award tasks from your award.

Next Steps

Monitor the award tasks to ensure that they complete on time.

Related Information
Tasks
Reference
The Next Level: Grants Management: RPT Grants Management Dashboards - Uptake Guide
The Next Level: Award Tasks, Task Lists and Templates
The Next Level: Award Billing Milestone Tasks
Examples

Concept: Award Tasks

Award tasks are tasks that you want to complete and track to maintain your award. Managing award tasks in Workday enables you to fulfill your award contract obligations and obtain funding for your award. You can assign roles, set due dates, monitor status and add attachments to each award task. You can also set up alert notifications for assignees.

Award Task Types

In Workday, you can define your own award task types and organize them in award task type groups. Because closeout and noncloseout tasks have different cadences, Workday recommends that you dedicate separate templates for each of them for the same sponsor, award type, and purpose code.

Award Task Lists

An award task list enables you to:

- Manage all your award tasks in 1 place.
- Identify the award tasks that haven't completed.
- Access your award tasks from the award.

You can use an award task list template to create the award task lists, or create them manually.

Award Task List Templates

Award task list templates enable you to create award task lists based on similar requirements for the same combination of:

- Sponsor
- Award type
- Purpose code

When you configure the dates on the award task list template, you specify them relative to award schedules such as award contract period or posting interval. When you associate the template with an award, Workday calculates the actual dates for you based on the actual schedule on the award.

Billing Milestones

When you configure award tasks as billing milestones, Workday sets the statuses of the corresponding billing installments to *Pending Milestone*. When you complete and approve award tasks, Workday updates the billing installment statuses to *Available*, enabling you to bill the sponsor.

Closeout Tasks

Configuring award tasks as closeout tasks enables you to locate them in reports and complete them before you close out an award.

Business Process

When a task assignee completes an award task with the **Complete Award Tasks** task, Workday routes the award task to reviewers through the *Award Task Event* business process. You can see the status of the business process from the **Maintain Award Tasks** task.

Alert Notifications

You can configure alert notifications to remind task assignees when their award tasks are almost due or overdue. The alert notifications contain a link to the **Complete Award Tasks** task that assignees can access to view all award tasks awaiting their actions.

Completing Award Tasks

To mark an award task as complete, either:

- The task assignee can access the **Complete Award Tasks** task to initiate the *Award Task Event* business process, routing the award task for review and approval.

- The award task manager can access the **Maintain Award Tasks** task to update the award task status and completion date, and to add any attachments manually.

Related Information
Tasks

Example: Set Up Award Task List

This example demonstrates how to create an award task list from an award task list template. The award task list consists of a task that occurs on a quarterly posting interval.

Context

Your award *AWD-103: Inflation In Developing Economies* is sponsored by the Gates Foundation. As part of the award contract, your sponsor requires that the principal investigator delivers a progress report at the end of the first quarter (Q1). This report is due 10 days after Q1 ends. You want to create an award task list template consisting of this Q1 progress report, and use it to create the award task list for your award.

Prerequisites

- Create the award with an award type of *Grant* and the purpose code of *Sponsored Programs*.
- Create the award schedule with a quarterly posting interval.
- Assign the Principal Investigator role on the award to the worker responsible for completing the progress report.
- Security: These domains in the Grants Management functional area:
  - *Set Up: Grants Management*
  - *Process: Award Tasks*

Steps

1. Access the **Maintain Award Task Types** task.
2. Add a row for **Award Task Type Group** and enter *Programmatic Reports Interim* for **Name**.
3. To the right of the same row, add a row for **Award Task Types**, and enter *Progress Report - Interim* for **Name**.
4. Click **OK**.
5. Click **Done**.
6. Access the **Create Award Task List Template** task.
7. Select these values:

Field	Option
Template Name	*Gates Non-Closeout Tasks*
Recommended for Sponsor	*Gates Foundation*
Recommended for Award Type	*Grant*
Recommended for Purpose Code	*Sponsored Programs*
Valid for Award Posting Interval Group	*Quarter*
Task Type	*Progress Report - Interim*
Role	*Principal Investigator*
Occurs On	*Every Award Year*
On Posting Intervals	*Quarter-1*

8. In the grid, select these values:

Date	Time	Before or After	Start or End Date	Relative to
Due Date	Number of Months: *0* Number of Days: *10*	On or After Date	End Date	Posting Interval
Start Date	Number of Months: *0* Number of Days: *0*	On or Before Date	Start Date	Posting Interval
End Date	Number of Months: *0* Number of Days: *0*	On or After Date	End Date	Posting Interval

9. Click **OK**.

10. Click **Done**.

11. Access the **Maintain Award Tasks** task.

12. Select these values:

Field	Option
Award	*AWD-103: Inflation in Developing Economies*
Template	*Gates Non-Closeout Tasks*

13. Click **OK**.

14. Click **OK** and **Done**.

Result

You've set up an award task list for your award that consists of a Q1 progress report. This report is due 10 days after the first quarter ends. The principal investigator can now complete the award task and attach a copy of the report to it by accessing the **Complete Award Tasks** task. You can monitor the status of the award task using the **Award Task Status** report.

Next Steps

Configure the *Award Task Event* business process to route the completed award task to the appropriate worker for review and approval.

Related Information
Concepts
Concept: Award Tasks on page 128
Concept: Assign Roles
Tasks
Create Task Lists to Manage Award Tasks on page 126

Grants Management Role Assignments

Steps: Configure the Eligible Investigator Event Business Process and Security Policy

Context

When a user creates, inactivates, or activates an eligible investigator, Workday initiates the *Eligible Investigator Event* business process. Workday doesn't deliver a default definition for this business process. When you create eligible investigators for the first time, you might need to:

- Create a default definition for the *Eligible Investigator Event* business process.
- Configure the security policy of the *Eligible Investigator Event* business process type to specify which security groups can initiate and approve the business process.
- Edit the security policy permissions of the *View: Eligible Investigators* domain to enable users to report on eligible investigators.

Steps

1. Access the **Create Business Process Definition (Default Definition)** task to create a default definition for the *Eligible Investigator Event* business process.

    Select the *Eligible Investigator Event* business process type.

    Security: *Business Process Administration* and *Manage: Business Process Definitions* domains in the System functional area.

2. Access the **Edit Business Process Security Policy** task to specify which security groups can initiate and approve eligible investigator requests.

    Select the *Eligible Investigator Event* business process type.

    In the **Who Can Start the Business Process** section, select the security groups for users whom you want to be able to create, inactivate, and activate an eligible investigator.

    In the **Who Can Do Actions on Entire Business Process** section, select the security groups for users whom you want to be able to view, approve, cancel, or deny an *Eligible Investigator Event* business process type. The security groups you select here determines the selection you can have when you configure the approval steps in an *Eligible Investigator Event* business process definition.

    Access the **Activate Pending Security Policy Changes** task to confirm and activate your security policy changes.

    Security: *Security Configuration* domain in the System functional area.

3. (Optional) Edit Business Processes to configure the business process so that it routes to specific reviewers for approval.

    Add a row for *Approval* and select the security group that can approve the business process.

    To designate different security groups for approving the creation, activation, or inactivation of an eligible investigator:

    a. Add a row for *Approval* for each type of initiation, and select the security group that can approve the process.

    b. In the next page, select **Business Process** > **Maintain Step Conditions** from the related actions menu of each of the *Approval* steps, and create a condition rule using 1 of these report fields:

        - Creates Eligible Investigator
        - Inactivates Eligible Investigator
        - Activates Eligible Investigator

4. From the related actions menu of the View: Eligible Investigators domain, select **Domain** > **Edit Security Policy Permissions** to specify security groups that can view the **Find Eligible Investigators** report.

Result

Users from the specified security groups can:

- Create, inactivate, and activate eligible investigators.
- Approve, deny, or cancel eligible investigator creation, activation, and inactivation requests.
- Report on the eligible investigators on the tenant.

Next Steps

For each role assignment that you want to replace with an eligible investigator on an award, grant, and grant hierarchy:

1. Remove the position-based role assignment for the person for whom you created an eligible investigator.
2. Select the eligible investigator for the same person (prefixed with Eligible Investigator:) to assign to the same role.

Related Information
Examples
Example: Configure the Eligible Investigator Event Business Process and Security Policy on page 137

Steps: Create and Assign Eligible Investigators

Context

Eligible investigators are non-position based role assignment types that you can assign to roles on:

- Awards
- Grant Hierarchies
- Grants

You can only create eligible investigators for these individuals:

- Academic affiliates
- Contingent workers (Workers)
- Employees (Workers)
- External committee members
- Students

To use an eligible investigator in a role assignment, first create an eligible investigator for the person whom you want to assign the role to, then select the eligible investigator for that person in the role assignment.

Steps

1. Access the **Create Eligible Investigator** task.

   Create an eligible investigator for the person to whom you want to assign the role, if one doesn't already exist. You can access the **Find Eligible Investigators** report to view the existing eligible investigators on your system.

   Security: Configure the *Eligible Investigator Event* business process and security policy in the Grants Management functional area. See Example: Configure the Eligible Investigator Event Business Process and Security Policy on page 137.

2. From the related actions menu of the award, grant, or grant hierarchy, select **Roles** > **Assign Roles**.

In the **Assigned To** column, remove the existing position-assigned role, and select the eligible investigator for the same person (with the *Eligible Investigator:* prefix).

To do multiple role assignments to existing eligible investigators, use the **Assign Roles** web service with the eligible investigator reference IDs from the **Find Eligible Investigators** report.

Note: To prevent ambiguity, don't assign the same roles on both the award and the grants associated with the award. Assign the role on either the award or the grant based on which role you intend to use for business process routing. Example: To route business process reviews to the principal investigator on a grant:

- Assign the *Principal Investigator* role on the grant.
- Ensure that the *Principal Investigator* role is not assigned on the award associated with the grant.

Example

To assign the role of *Principal Investigator* on an award to Dr. Steven Sorensen as an eligible investigator, first create the eligible investigator for Dr. Steven Sorenson, then select *Eligible Investigator: Dr. Steven Sorensen* as the assignee for the *Principal Investigator* role on the award.

Related Information
Concepts
Concept: Assign Roles

Concept: Eligible Investigators

When you assign roles on grants, grant hierarchies, or awards to assignees based on their positions, the role assignments won't persist when the assignees change positions or move out of the organization. To ensure that an assignee's role assignments remain through position and organization changes, you can create an eligible investigator for the assignee, then assign the eligible investigator to the roles.

You can only assign eligible investigators to role assignments on:

- Awards
- Grants
- Grant hierarchies

You can't remove eligible investigators but you can inactivate the ones that you no longer want to assign to roles in the future. You can also reactivate eligible investigators that you have previously inactivated.

Business Process

Workday initiates the *Eligible Investigator Event* business process when you create, inactivate, or activate an eligible investigator. A reviewer can determine whether the initiating task was to create, inactivate, or activate an eligible investigator by examining the heading on the review request.

To route the business process to specific approvers based on the initiating task, you can create step condition rules with these business process report fields:

- *Creates Eligible Investigator*
- *Inactivates Eligible Investigator*
- *Activates Eligible Investigator*

See Example: Configure the Eligible Investigator Event Business Process and Security Policy on page 137.

Tasks

- To create an eligible investigator, access the **Create Eligible Investigator** task. Eligible investigators are active by default upon creation.

- You can mark an eligible investigator as inactive by accessing the **Inactivate Eligible Investigator** task. Workday places the word *(inactive)* at the back of the inactive eligible investigator labels to help you distinguish them from the active eligible investigators.
- To reactivate an inactive eligible investigator, access the **Activate Eligible Investigator** task.

Only users whose security groups are configured to start the business process in the *Eligible Investigator Event* business process security policy can access these tasks.

Eligible investigators who are terminated from their positions will remain assigned to their roles on awards, grants, and grant hierarchies until you remove them from the role assignments and reassign the roles.

Reports

Find Eligible Investigators report:

- Reports on the eligible investigators in your system by status. To view all eligible investigators regardless of status, clear the **Inactive?** field.
- Returns reference IDs that you can use when assigning eligible investigators to roles on awards and grants using the **Assign Roles** web service.

You can also use the **Eligible Investigators** report data source to create your own custom reports on eligible investigators.

Security

The *View: Eligible Investigators* domain secures the:

- **Find Eligible Investigators** and **View Eligible Investigator** reports.
- *Eligible Investigator* data source.
- **Get Eligible Investigators** web service.

Customizable Label

You can rename tasks, reports, and other objects associated with eligible investigators by accessing the **Maintain Custom Labels** task and overriding the terms *Eligible Investigator* and *Eligible Investigators* in the Grants Management term context with terminologies that you prefer.

Related Information
Tasks
Steps: Set Up Awards on page 69
Steps: Create and Assign Eligible Investigators on page 133
Reference
2024R1 What's New Post: Eligible Investigators
Examples
Example: Configure the Eligible Investigator Event Business Process and Security Policy on page 137

Concept: Unfilled Role Assignments on Awards, Grants, and Grant Hierarchies

When you assign a worker to roles on an award, grant, or grant hierarchy through the worker's position and not through an eligible investigator, the roles associated with the position become unfilled when the worker vacates that position. When you place a new worker in the vacant position, Workday assigns the new worker to the roles associated with the position automatically. If a position remains vacant, you might want to assign the roles associated with that position to other workers based on the reporting structure or job function of the previous assignee.

Last Worker Report Fields

To help you determine the correct workers to assign to an unfilled position-based role on an award, grant, or grant hierarchy, Workday provides you with these report fields that you can use to create a custom report to identify workers who last held positions in unfilled role assignments:

Business Object	Report Field	Security Domains
Award	Last Worker(s) in Unfilled Role Assignment on Award	• *View: Award Contract* and *Process: Award - View* domains in the Grants Management functional area.
Grant	Last Worker(s) in Unfilled Role Assignment on Grant	• *Set Up: Basic Grant Worktag* domain in the Common Financial Managment and Worktags functional areas. • *Manage: Grants - View* and *Manage: Grant / Grant Hierarchies - Edit* domains in the Grants Management functional area.
Grant Hierarchy	Last Worker(s) in Unfilled Role Assignment on Grant Hierarchy	• *Set Up: Basic Grant Worktag* domain in the Common Financial Managment and Worktags functional areas. • *Manage: Grants - View* and *Manage: Grant / Grant Hierarchies - Edit* domains in the Grants Management functional area.

Unfilled Role Prompts

To return values in the *Last Worker(s) in Unfilled Role Assignment* fields, the report runner must specify the corresponding assignable roles with these prompts in the report:

• *Award Assignable Role*
• *Grant Assignable Role*
• *Grant Hierarchy Assignable Role*

These prompts are optional and included by default, but you can make them required by adding them in the **Prompts** tab and selecting the **Required** check box when you create the report.

Custom Report Security

To successfully retrieve the last workers with these fields, the report runner must:

• Be authorized to run the custom report.
• Be able to approve assignments for the assignable roles. See Set Up Assignable Roles. Example: To retrieve the last workers for the award assignable role *Principal Investigator*, the report runner must be in the **Assigned/Reviewed by Security Groups** for *Principal Investigators* in the **Maintain Assignable Roles** task.
• Belong to a security group that has *View* access to the domains securing the last worker report fields used in the report.

Related Information
Examples

Example: Configure the Eligible Investigator Event Business Process and Security Policy

This example illustrates how to configure the *Eligible Investigator Event* business process and security policy.

Context

You're the award contract specialist at Alma Mater University (USA). You want to configure the *Eligible Investigator Event* business process to enable:

- These security groups to create, inactivate, activate, and view eligible investigators:
  - *Grant Administrator*
  - *HR Administrator*
  - *Sponsored Programs Manager*
- The *Sponsored Programs Manager* security group to review creations of eligible investigators.
- The *Grants Administrator* security group to review inactivation and activation events of eligible investigators.

You also want to enable users from the Grant Administrator security group to access the **Find Eligible Investigators** report to report on existing eligible investigators on the system.

Steps

1. First, create a default definition for the Eligible Investigator business process:
   a) Access the **Create Business Process Definition (Default Definition)** task.
   b) Select the *Eligible Investigator Event* business process type, and click **OK**.
   c) Click **OK** again to save the business process definition.
   d) On the **View Business Process** page, from the related actions menu of the Eligible Investigator Event (Default Definition) , select **Business Process Policy** > **Edit**.
   e) In the **Who Can Start the Business Process** section, select these security groups for each of the initiating actions:
      - Grant Administrator
      - HR Administrator
      - Sponsored Programs Manager
   f) In the **Who Can Do Actions on Entire Business Process** section, select:

Action	Security Groups
View All	- Grant Administrator - HR Administrator - Sponsored Programs Manager
Approve	- Grant Administrator - Sponsored Programs Manager
Cancel	- Grant Administrator - Sponsored Programs Manager
Deny	- Grant Administrator

Action	Security Groups
	• Sponsored Programs Manager

   g) Click **OK** and **Done**.

2. Activate the security policy changes:

   a) Access the **Activate Pending Security Policy Changes** task.

   b) Enter a comment, "*Configure the Eligible Investigator Event bp security policy*", and click **OK**.

   c) Select the **Confirm** check box, and click **OK**.

3. Set up the security policy to define who can initiate, approve, deny, or cancel the *Eligible Investigator Event* business process:

   a) Search for "bp: Eligible Investigator Event (Default Definition)" on the search bar.

   b) From the related actions menu of the business process that Workday returned, select **Business Process** > **Edit Definition**.

   c) Add 3 rows, with these values:

Order	Type	Group
b	Approval	Sponsored Programs Manager
c	Approval	Grant Administrator
d	Approval	Grant Administrator

   d) Click **OK**.

   e) To route the *Create Eligible Investigator* task to the *Sponsored Programs Manager* security group, in the **View Business Process** page, click the related actions menu next to the magnifying glass for step **b**, and select **Business Process** > **Maintain Step Conditions**. Click **OK**.

   f) Add an entry condition, and select **Create Condition Rule** in the **Rule** column. Click **OK**.

   g) Enter these values:

And/Or	*And*
Description	*Create*
Source External Field or Condition Rule	*Creates Eligible Investigator*
Relational Operator	*is not blank*
Comparison Type	*Value specified in this filter*

   h) Click **OK** and **OK**.

   i) To route the *Inactivate Eligible Investigator* task to the *Grant Administrator* security group, click the related actions menu next to the magnifying glass for step **c**, and select **Business Process** > **Maintain Step Conditions**. Click **OK**.

   j) Add an entry condition, and select **Create Condition Rule** in the **Rule** column. Click **OK**.

   k) Enter these values:

And/Or	*And*
Description	*Inactivate*
Source External Field or Condition Rule	*Inactivates Eligible Investigator*
Relational Operator	*is not blank*

    Workday Proprietary and Confidential

| Comparison Type | *Value specified in this filter* |

l) Click **OK** and **OK**.

m) To route the *Activate Eligible Investigator* task to the Grant Administrator security group, click the related actions menu next to the magnifying glass for step **d**, select **Business Process** > **Maintain Step Conditions**. Click **OK**.

n) Add an entry condition rule, and select **Create Condition Rule**. Click **OK**.

o) Enter these values:

And/Or	*And*
Description	*Activate*
Source External Field or Condition Rule	*Activates Eligible Investigator*
Relational Operator	*is not blank*
Comparison Type	*Value specified in this filter*

p) Click **OK**, **OK**, and **Done**.

4. To enable users to report on the eligible investigators on the system through the **Find Eligible Investigators** report, set up the *View: Eligible Investigators* domain:

a) Access the **View Domain** task.

b) Select the *View: Eligible Investigators* domain, and click **OK**.

c) From the related actions menu of the domain, select **Domain** > **Create Security Policy**.

d) Select the **Confirm** check box, and click **OK**.

e) Add a row to the **Report/Task Permissions** grid, and enter *Grant Administrator* in the **Security Groups** column. Select the **View** check box.

f) Select **OK** and **Done**.

Result

Users in the *Grant Administrator*, *HR Administrator*, or *Sponsored Programs Manager* security groups can now create, inactivate, or activate an eligible investigator.

Workday routes all eligible investigator:

- Creations to any *Grant Administrator* for approval.
- Inactivations or reactivations to any *Sponsored Programs Manager* for approval.

Users in the *Grant Administrator* security group can now access the **Find Eligible Investigators** report.

Related Information
Tasks

Example: Create Report on Last Workers in Unfilled Role Assignments

This example illustrates how to create a custom report to identify workers who last held positions assigned to roles on awards, grants, and grant hierarchies in a company, where the roles are now assigned to 1 or more unfilled position restrictions due to the workers leaving their positions or organization.

Context

You want to create a report that returns currently unfilled role assignments on the awards you specify, and on the grants and grant hierarchies associated with the awards. For every unfilled role assignment, you want to see the workers who last held positions in the assignment. To ensure that the report returns at least the last workers on the award assignable role, you want to make the award assignable role a required prompt, and leave the grant assignable role and grant hierarchy assignable role as optional prompts.

Since the **Grant Hierarchy** business object is not available directly on the **Award Lines** data source, this example illustrates how to create a calculated field for the grant hierarchies associated with an award line.

Prerequisites
Security: *Custom Report Creation* domain in the System functional area.

Steps

To create a report for last workers in unfilled positions on a grant hierarchy role:

a) Access the **Create Custom Report** task, and enter or select these values:

- Report Name: *Last Workers in Unfilled Roles on Awards and Grants*
- Report Type: *Advanced*
- Optimized for Performance: Not selected.
- Data Source: *Award Lines*
- Data Source Filter: *Award Lines for Company Filter*

b) In the **Columns** tab, add rows to the top grid with these values:

Business Object	Field
Award Contract Line	*Company*
Award Contract Line	*Award for Award Line*
Award for Award Line	*Role Assignments*
Award for Award Line	*Last Worker(s) in Unfilled Role Assignment on Award*
Grant	*Role Assignments*
Grant	*Last Worker(s) in Unfilled Role Assignment on Grant*
Create > **Create Calculated Field for Report**: **1.** Enter these values: • **Field Name**: *Grant Hierarchy for Award Line* • **Business Object**: *Award Contract Line* • **Function**: *Lookup Related Value* **2.** Click **OK**. **3.** On the **Calculation** tab, enter these values: • **Lookup Field**: *Award Line Grant* • **Return Value**: *Included in Grant Hierarchies* **4.** Click **OK**. The column now displays *Grant Hierarchy for Award Line*.	*Last Worker(s) in Unfilled Role Assignment on Grant Hierarchy*

c) To make the **Award Assignable Role** prompt required, click the **Prompts** tab, and add a row to the **Prompt Defaults** grid with these values:

- **Field**: *Award Assignable Role*
- **Required**: Selected.

d) Click **OK** and **Done**.

Result

When you run the *Last Workers in Unfilled Roles on Awards and Grants* report and select assignable roles on the award, grant, and grant hierarchy, Workday returns the last workers who held unfilled positions assigned to those selected roles.

Related Information
Concepts
Concept: Unfilled Role Assignments on Awards, Grants, and Grant Hierarchies on page 135
Tasks
Steps: Create Advanced Reports

Award Billing and Sponsor Payments

Setup Considerations: Award Billing

You can use this topic to help make decisions when planning your configuration and use of award billing. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Award billing enables you to manage accounts receivables and bill for award costs based on sponsor requirements. You can create separate billing schedules for each award line to specify billing, invoice, and installment details. Workday uses the billing schedule to determine how to bill sponsors for costs on your award lines.

Business Benefits

Award billing enables you to track revenue and expense associated with an award and invoice your sponsors based on the unique billing schedules and requirements of each sponsor.

Use Cases

You can:

- Generate sponsor invoices for award costs using installment and transaction billing types.
- Consume prepaid balances and specify a billing frequency for installments.
- Place the billing schedule or sponsor billing status on hold to prevent billing on active awards.
- Define billing limits to control the amount of spending you can bill to the sponsor.
- Track the billing status of billed and unbilled invoices using reports.
- Bill sponsors on a recurring basis.

Questions to Consider

Questions	Considerations
When do you need to bill the sponsor?	You can bill the sponsor according to a predetermined schedule, or as you incur expenses.

Questions	Considerations
	You can also bill installments for prepayments, then expense your cost reimbursable spendings against the prepaid balances as you incur them.
How do you want to bill the sponsors for the expenses you incur?	When you want to: • Reimburse expenses as you incur them, use a cost reimbursable award line type for transaction-based billing. • Bill against predetermined installment amounts, use a cost reimbursable or fixed amount award line type for installment-based billing.
Do you bill sponsors in different currencies than the company currency?	If you bill in multiple currencies, you can create an award contract and award billing schedule that are in the currency of the bill-to sponsor. When you create: • A billing schedule and generate billing installments, the installments display in the award currency. • A sponsor invoice, the invoice remains in the award currency, and the accounting displays in the award currency and company currency.
At what level do you want to control the billable expenses for your awards?	You can set billing limits on: • Awards. • Billing schedule using transaction billing type. • Cost reimbursable award line using installment billing type.
Do you want to separate direct costs from facilities and administration on a sponsor invoice?	Workday displays separate sponsor invoice lines for direct costs and facilities and administration when you override an object class. You can specify an object class to override facilities and administration transactions in your award costs processing rules.
When do you need to recognize revenue for your award?	You can recognize award revenue for: • Cost reimbursable award line types at the time of expense. • Fixed amount award line types at the time of billing. When you enable deferred revenue, you can create an award revenue recognition schedule to recognize revenue separate from billing.
Do sponsors send you payments without invoices?	You can record revenue without invoice on fixed amount award lines without deferred revenue. See Record Cash Sales.

Recommendations

Use a cost reimbursable award line type with an installment billing type instead of a prepaid award line type when you create a prepaid billing schedule. This enables you to:

- Receive advance payments from your sponsor before you incur direct costs and facilities and administration.
- Automate tracking of your prepaid balance.

Requirements

Before you generate the invoice to bill your sponsors, you must:

- Create and approve an award.
- Create or assign an award billing schedule to each award line.
- Generate the eligible installments for installment-type billing.

Limitations

- You can only enable deferred revenue for fixed amount award line types when creating an award.
- You can only view transactions on a sponsor invoice after you generate the invoice. Workday doesn't support invoice previews.
- You can't change amounts on cost reimbursable invoices.

Tenant Setup

To set up billing for facilities and administration, you can configure the award costs processing rules for your company. Select **Company** > **Edit Award Costs Processing Rules** from the related actions menu of the company, and use this task to determine whether Workday:

- Generates award costs at settlement or business process completion.
- Ignores the award line dates for award costs.
- Overrides the object class worktag on facilities and administration transactions.

Security

Domains	Considerations
Process: Award Billing in the Grants Management functional area	- Schedule the creation of sponsor invoices for cost reimbursable transaction billing. - Maintain the billing status for cost reimbursable award transactions.
Process: Billing in the Customer Contracts and Project Billing functional areas	- Create billing schedules for awards. - Schedule the creation of sponsor invoices for installment billing.
Set Up: Customer Contracts in the Customer Contracts and Project Billing functional areas	Create schedule types to display as options on billing schedules.
Set Up: Grants Management in the Grants Management functional area	- Override the object class for facilities and administration transactions in your award costs processing rules. - Create billing schedule templates for awards.

Business Processes

Business Processes	Considerations
Award Event	Create and approve an award before billing.
Billing Schedule Event	Create and approve a billing schedule.

Business Processes	Considerations
Award Billing Schedule Event	Create and approve a billing schedule during award creation.

Reporting

Reports or Dashboards	Considerations
Cost Reimbursable Line Status	View the billing status for cost reimbursable transaction lines.
Find Cost Reimbursable Lines	View cost reimbursable transaction lines for an award using a faceted search.
Find Sponsor Invoices for Company	View sponsor invoices for a company using a faceted search.
Prepayment Balances for Awards	View prepayment balances for your awards.
View Sponsor Invoices for Award	View sponsor invoices for an award. You can add this report to the award contract composite view.

You can use these report data sources in custom reports:

- **Cost Reimbursable Transaction Lines** displays cost reimbursable transaction lines and award billing information.
- **Customer Invoices** displays sponsor invoices for companies and awards.
- **Journal Lines for Financial Reporting** displays all journal lines created against awards.

Integrations

You can use the *Submit Billing Schedule* web service to submit billing schedules for awards.

Connections and Touchpoints

Award billing interacts with Financial Accounting using:

Features	Considerations
Facilities and administration journals	You can override an object class worktag for facilities and administration transactions to display separate invoice lines for direct costs and facilities and administration.
Award revenue recognition journals	Workday generates revenue recognition journals for cost reimbursable award line types at the time of expense.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts

Tasks
Create Awards on page 75
Create Award Billing Schedules on page 146
Reference
The Next Level: Award Billing
Examples
Example: Override Worktags with Award Costs Processing Rules on page 50

Steps: Manage Award Billing and Sponsor Payments

Prerequisites

Create awards.

Context

Award billing enables you to bill sponsors based on their requirements. You can create billing schedules and collect payments for costs on your award. You can also print and email sponsor statements.

Steps

1. (Optional) Access the **Maintain Schedule Types** task.

   Add any billing schedule type that you want to specify when creating your award billing schedule or schedule template.

   Security: *Set Up: Customer Contracts* domain in the Customer Contracts and Project Billing functional areas.

2. (Optional) Create Award Billing Schedule Templates on page 149.

   To create billing schedules for multiple awards that have the same billing requirements, you can create a template that contains prepopulated billing schedule information.

3. Create Award Billing Schedules on page 146.

   You can create a billing schedule for an award or for each award line on an award.

4. (Optional) Manage Cost Reimbursable Billable Transactions on page 151.

   You can review cost reimbursable expenditures that fall outside the dates on award lines and make them billable.

5. (Optional) Access the **Maintain Billing Status for Cost Reimbursable Award Transactions** report.

   To stop billing from occurring for cost reimbursable transactions, you can place the billing status for the transactions on hold. Search for the cost reimbursable transactions you want to place on hold temporarily, click **OK**, and select *On Hold* from the **Sponsor Billing Status** prompt.

   To stop billing from occurring for all transactions on a billing schedule, put the schedule on hold on the billing schedule header.

   Security: *Process: Award Billing* domain in the Grants Management functional area.

6. (Optional) Create Letter of Credit on page 157.

   To use a letter of credit to fund cost reimbursable spends for your award, create the letter of credit for the sponsor and add it to the award. If you plan to draw down a letter of credit by award line rather than by award, create letter of credit draw IDs and associate the draw IDs with the billing schedules for the award lines that you want to draw down from.

7. Generate sponsor billing invoices.

   See:

   - Steps: Create Invoices for Cost Reimbursable Award Transactions on page 153 for a cost reimbursable award line type.
   - Create Customer Invoices for a fixed amount or prepaid award line type.

8. Steps: Set Up and Manually Consume Prepaid Award Lines on page 155.

9. (Optional) Record Customer Payments.

10. (Optional) Record Cash Sales.

You can record sponsor payments for which you don't issue invoices on fixed amount award lines without deferred revenue.

11. (Optional) Adjust sponsor invoice amounts.

See Create Customer Invoice Adjustments.

12. (Optional) Write off unpaid invoices.

See Steps: Write off Receivables.

13. (Optional) Record Letter of Credit Draw Downs on page 158.

When sponsors pay by a letter of credit, draw down the letter of credit and record payment for the amount spent.

14. Create Custom Business Form Layouts for Sponsor Statements on page 163.

15. Add a Logo and Signature to Sponsor Statements on page 165.

16. Create Sponsor Statement Print Layouts on page 164.

17. Print and Email Sponsor Statements on page 166.

Related Information
Concepts
Setup Considerations: Award Billing on page 141
Reference
2023R2 What's New Post: Letter of Credit Draw Identifiers

Create Award Billing Schedules

Prerequisites

- Create an award without creating the billing schedule for the award. See Create Awards on page 75.
- Security: *Process: Billing* domain in the Customer Contracts and Project Billing functional areas.

Context

Workday uses the award billing schedule to determine when and how to bill the award sponsors for expenses on your award lines. You must create and approve the billing schedule for an award before you can bill the sponsor for the award. The award billing schedule enables you to specify:

- Billing method, frequency, and installment details.
- Letter of credit draw identifiers.
- Milestone tasks to complete before you can bill the sponsor.
- Payment terms and type.
- Retention terms.
- Whether to bill the sponsor in installments or by transactions.
- Which award lines to bill with the billing schedule.

The billing schedule also enables you to customize and generate installments.

To create multiple billing schedules of the same type quickly, you can use a billing schedule template. See Create Award Billing Schedule Templates on page 149.

Steps

1. Access the **Create Billing Schedule for Award** task.

2. As you complete the task, consider:

Option	Description
Award	You can only select awards with at least 1 award line that's not associated with a billing schedule.
Create New Billing Schedule	Create the billing schedule manually.
Billing Schedule Template for Award	When you create a billing schedule from a template, the billing schedule is in *draft* status. You can edit the draft to customize the schedule header and manage installments before submitting it.

3. As you complete the **Billing and Schedule Information** section, consider:

Option	Description
Schedule Type	To enable automatic consumption of prepaid amounts for cost reimbursable award revenue, select a *Prepaid* billing schedule type.
Schedule On Hold	You can select this check box to stop billing from occurring for all transactions on the billing schedule.
Billing Limit	You can set a billing limit on *Transaction* billing schedules for cost reimbursable award revenue. Specify the maximum total amount that you can bill with the billing schedule. When multiple award lines share the same billing schedule, the amounts billed on each award line apply towards the same billing limit. When you don't set a billing limit on the billing schedule, Workday limits your billing amount based on these settings on the award header, in this order: • Billing limit override. • Authorized amount when you don't specify a billing limit override. **Note:** The billing limit on a billing schedule doesn't limit the amount that you can draw down in a letter of credit.
Enable Consumption of Prepaid Balance	Displays when you create a billing schedule for cost reimbursable award lines with prepaid installment billing. Select this check box to apply cost reimbursable spend to prepayments. Workday: • Debits the cost reimbursable amount from the Deferred Revenue account. • Credits it to the Unbilled Receivable account. You can view the accounting for the consumption of prepaid balances on the customer invoices.

Option	Description
Milestone	Displays when you select *Installment* from the **Billing Type** prompt.
	When you assign a billing milestone task, the task applies to all installments on the billing schedule. To assign billing milestone tasks to specific installments, first generate all the installments, then select **Billing Installment** > **Edit Installment/Milestone/Hold** from the related actions menu of the installment.
	You can configure award tasks as billing milestones when you create an award task list for the award. To select billing milestone tasks, your award schedule must be in *draft* status.
Billing Method	When you select *Installment* from the **Billing Type** prompt, you can specify how and when you want to bill the installments.
	When you select either *Custom* or *Defined Installment*, you can further configure the installment dates and amounts on the next page.

4. When the award contains a letter of credit, you can view and complete the **Letter of Credit Details** section, and consider:

Option	Description
Letter of Credit	Displays the letter of credit on the award header.
Letter of Credit Draw ID	To draw on letters of credit at a more granular level than the award, select or create a draw ID for the billing schedule.
	When you don't assign a letter of credit draw ID on any billing schedules on your award, you can record drawdowns at the award level.
	Assigning a draw ID to the billing schedule enables you to view and adjust letter of credit draw amounts for award lines on the billing schedule.
	You can associate a draw ID with 1 or more billing schedules for the same award.
	You can't add, change, or delete a draw ID from a billing schedule when another billing schedule event business process is in progress for the same award.
	Note: Use the draw ID only when the sponsor requires you to draw down at a finer granularity than the award level.

5. In the grid, assign 1 or more award lines to the billing schedule.

6. On the **View Billing Schedule** page, you can access subtasks to further define the billing schedule. The subtasks you can access depends on what you select for **Billing Type** and **Schedule Type**. The subtasks are:

Option	Description
Edit Retention Terms	You can specify the percentage and release date of a retention for cost reimbursable or fixed amount award lines.
Define Installment Amounts	When you select *Defined Installment* in the **Billing Method** prompt, use this option to specify the amounts on the first and last installments. Workday divides the remainder among the other installments.
Generate Installments	Use this option to generate installments after you define the installment amounts and customize any installment dates.
Customize Installments	When you select *Custom* in the **Billing Method** prompt, use this option to customize the invoice dates for each of the installments.
Manage Milestones	You can define date milestone types for transaction billing schedules for cost reimbursable awards. Workday prevents you from billing the sponsors until you mark the milestone as complete.

7. When you complete a subtask, click **OK** to return to the **View Billing Schedule** page. When you finish configuring the billing schedule, click **Submit** to change the status of your billing schedule from *Draft* to *Approved*. You can also submit or further edit the billing schedule from the related actions menu of the billing schedule on the award.

Next Steps

- Create customer invoices to bill the sponsor. To create invoices for grouped awards, access the **Create Invoices for Cost Reimbursable Award Transactions** task.
- To create the billing schedule as part of an award creation process, add *Award Billing Schedule Event* as a subprocess on the *Award Event* business process after the completion step.

Related Information
Concepts
Setup Considerations: Award Billing on page 141
Tasks
Create Awards on page 75
Create Award Billing Schedule Templates on page 149
Reference
2023R2 What's New Post: Letter of Credit Draw Identifiers
Reference: Award Lifecycle Tasks on page 101

Create Award Billing Schedule Templates

Prerequisites

Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

Award billing schedule templates enable you to create award billing schedules more quickly by prepopulating them with basic information you configure on the template.

Steps

1. Access the **Create Billing Schedule Template for Award** task.
2. As you complete the task, consider:

Option	Description
Billing Type	Select: • *Installment* to bill the award sponsor by installments. • *Transaction* to bill the award sponsor for cost-reimbursable spend lines.
Schedule Type	To create a billing schedule template for cost reimbursable award expenditures that automatically deduct from a prepaid amount, select a *Prepaid* schedule type.
Billing Method	Displays when you select an *Installment* billing type. Select: • *Custom* to customize each installment amount and date when you create the billing schedule. • *Defined Installment* to define the first, last, and regular installment amounts when you create the billing schedule. • *Spread Even* to spread the amounts evenly across installments.
Use From Date	Use the **From Date** in the schedule header to generate the installments. You can set this date by editing the schedule header when you create the billing schedule.
Use To Date	Use the **To Date** in the schedule header to generate the installments.
Group All Related Contract Lines	Select to generate 1 billing schedule for all award lines with the same billing type.
Separate Billing Schedule	Select to generate a different billing schedule for each award line that has a unique date. Workday puts award lines with the same date on the same billing schedule.

Related Information
Concepts
Setup Considerations: Award Billing on page 141

Manage Cost Reimbursable Billable Transactions

Prerequisites

- Configure the award cost processing rules on the company to ignore award line dates for award costs. See Set Up Award Costs Processing Rules on page 49.
- Enable billing outside the lines for the company. See Set Up Grants Management Configurations on page 73.
- Record cost-reimbursable spend with budget dates outside the dates on your award lines.
- Security: *Process: Award Billing* domain in the Grants Management functional area.

Context

You can review cost-reimbursable expenditures that you post outside the dates on your award lines and make them billable by changing their status from *Pending Award Line Date Review* to *Ready To Bill*. Example: You make eligible pre-award spend billable so you can invoice sponsors.

When you make lines billable, Workday doesn't automatically change the budget date on transactions.

Lines that you make billable with the task move back to *Pending Award Line Date Review* when you:

- Change the billing schedule or award line dates before creating sponsor invoices.
- Cancel invoices that you create from the lines.

Steps

1. Access the **Manage Cost Reimbursable Billable Transactions** task.
2. On the **Manage Cost Reimbursable Billable Transactions Summary** step, select the billing schedules that contain transactions you want to review.

   This step enables you to view which awards contain transactions that need review, grouped by billing schedules.
3. On the **Manage Cost Reimbursable Billable Transactions** step, select the transactions that you want to make billable.
4. Apply the *Ready To Bill* billing status to selected transactions.

   - You can either apply the *Ready To Bill* status to all transactions that you select with the **Apply** button in the **Manage** section, or apply the new billing status to individual transactions from the grid.
   - When you click **Apply** in the **Manage** section, Workday applies the new status to all the expenditures that you select in the grid, including transactions that don't display because of an active filter on the grid.
   - Workday applies the new status when you click **OK**. If you navigate back to the **Manage Cost Reimbursable Billable Transactions Summary** step without submitting, Workday doesn't save your changes.
   - When you select direct expenditures, Workday automatically selects the corresponding Facilities and Administration expenses to make them billable together. For payroll expenditures, you can select the salary and fringe benefit transactions separately.

Result

When you access the **Award Line Summary** tab on the award, the expenditures now display in the drill-down report on the **Cost Reimbursable Scheduled, In Progress, and Ready To Bill Amount** column.

Next Steps

The task doesn't enable you to change the status of *Ready To Bill* spend lines back to *Pending Award Line Date Review*. To prevent billing sponsors for cost-reimbursable transactions that you make billable in error,

you can place the billing status for the transactions on hold. See Steps: Manage Award Billing and Sponsor Payments on page 145.

Related Information
Reference
2024R2 Feature Release Note: Bill Sponsors Outside Award Line Dates

Reference: Cost Reimbursable Billing Statuses

A cost reimbursable spend line is a transaction line that Workday creates in award costs processing to calculate revenue recognition and amount to bill for your eligible cost reimbursable award expenditures. The cost reimbursable spend line can have different statuses depending on what processes it has gone through. To view all cost reimbursable spend transactions associated with an award, access the **Find Cost Reimbursable Lines** report. To report on the status of cost reimbursable lines, use the **Cost Reimbursable Spend Line Billing Status** report field.

Billing Status	Details
Awaiting Settlement	The transaction is either partially settled or not settled. You can't bill the sponsor until you settle the transaction in full. This status only applies to transactions that can be settled.
Billed	There's already a sponsor invoice associated with this transaction. No user action is expected.
Canceled	Workday has canceled the transaction as part of award costs processing, and replaced it with new transaction lines with updated and correct information in some cases. No user action is allowed.
Not Billable	The transaction is ineligible for billing, but eligible for accounting and reporting purposes. Examples: Payroll forward accrual and fringe forward accrual entries. No user action is allowed.
On Hold	You've placed the transaction on hold. To resume billing on the transaction, access the **Maintain Billing Status for Cost Reimbursable Award Transactions** task.
Partially Billed	The transaction is partially billed. When the amount of unbilled receivables exceeds the billing limit or authorized amount for the award or award line, Workday bills only up to the award line amount, billing limit, or authorized amount, splitting the billed amount in equal percentage across all spend lines on the invoice. You can view the billed amount and the remaining amount to bill on the report.
Pending Award Line Date Review	The spend transaction budget date is outside of the award line dates, and the award costs processing rule is configured to ignore award line dates for award costs. To make the spend transaction billable, either:

Billing Status	Details
	• Manually change the status to *Ready To Bill*, when you enable billing outside the dates on your award lines. See Manage Cost Reimbursable Billable Transactions on page 151. • Edit the budget date of the spend to fall inside the award line date range, or change the dates on the award line to include the spend budget date.
Ready to Bill	The spend transaction has been settled. You can now create an invoice for the spend transaction to bill the sponsor. See Steps: Create Invoices for Cost Reimbursable Award Transactions on page 153.
Unbillable	There's no billing schedule associated with the award line, or the billing schedule is not in *Approved* status. Example: The billing schedule for the award line is either in *Draft* status or has been canceled.

Related Information
Tasks
Set Up Award Costs Processing Rules on page 49
Steps: Manage Award Billing and Sponsor Payments on page 145

Cost Reimbursable and Prepaid Award Lines

Steps: Create Invoices for Cost Reimbursable Award Transactions

Prerequisites

• Create an award with a billing schedule and cost reimbursable transaction lines.
• Spend on the award, and complete the spend transactions.
• Settle the spend transactions.

Context

You can create invoices to bill your sponsors for the cost reimbursable transactions against your awards after you settle the spend transactions. You can search by company, bill-to sponsor, transaction date, or award for the transaction lines that are ready to bill, then either:

• Create invoices manually by selecting individual transaction lines and specifying an invoice date.
• Schedule creation of cost reimbursable invoices to automate the billing process.

Workday creates 1 sponsor invoice for each billing schedule on the award.

You can only create invoices for transactions that are ready to bill. When you want to create invoices for some but not all spend transactions for the same period, you can first access the **Maintain Billing Status for Cost reimbursable Award Transactions** task to put the transactions that you don't want to bill *On Hold* before you create the invoices. You can create invoices for the unbilled transactions later when you change their billing status back to *Ready to Bill*.

Steps

1. Configure Worktags for Transactions.

   Add *Object Class* as a worktag type on customer invoices to bill for cost reimbursable transactions.

2. To create invoices manually, access the **Create Invoices for Cost Reimbursable Award Transactions** task.

   a. Specify the search criteria.
   b. Click **Search**.
   c. In the **Output for Customer Invoice** section, select an invoice date and the *from* and *to* dates that you want to print on the customer invoice header. When you select budget dates on the search criteria, Workday populates these customer invoice dates with the budget dates. Example: To print an invoice for the month of December, select *December 1* in **Customer Invoice From Date** and *December 31* in **Customer Invoice To Date**.
   d. From the list of transaction lines that are ready to bill, select the invoices you want to create.

   Security: *Process: Billing* domain in the Customer Contracts and Project Billing functional areas.

3. To schedule the creation of invoices, access the **Schedule Create Invoices for Cost Reimbursable Award Transactions** task.

   Select the dates on the invoice and search criteria relative to today's date. Example: If today's date is 2024-10-28:

Prompt	Date
First Day of This Year	2024-01-01
First Day of Previous Annual Cycle	2023-10-01
First Day of Previous Bimonthly Cycle	2024-08-01
First Day of Previous Quarterly Cycle	2024-07-01
First Day of Previous Semiannual Cycle	2024-04-01
Last Day of Previous Annual Cycle	2024-09-30
Last Day of Previous Bimonthly Cycle	2024-09-30
Last Day of Previous Quarterly Cycle	2024-09-30
Last Day of Previous Semiannual Cycle	2024-09-30

   Security: *Process: Award Billing* domain in the Grants Management functional area.

Result

Workday creates the invoices and corresponding accounting for the cost reimbursable transaction lines.

For multicompany awards, Workday groups the cost reimbursable transaction lines by worktag and award line company on the invoices. Workday generates intercompany journal entries between the award header company and award line company. The intercompany journal entries also include *Due To* and *Due From* entries.

Steps: Set Up Prepaid Award Lines for Automatic Consumption

Context

To simplify award billing, you can associate prepayment billing schedules with your cost-reimbursable award lines. You can create multiple billing schedules for the same award. Each billing schedule can have its own award line, or you can have multiple award lines on the same schedule.

Steps

1. Access the **Maintain Schedule Types** task.

   Create a *Prepaid* billing schedule type and select the **Prepaid** and **Billing** check boxes.

   Security: *Set Up: Customer Contracts* domain in the Customer Contracts and Project Billing functional areas.

2. Create Awards on page 75.

   Configure the award line to use for prepaid installments with:

   - The lowest award line number.
   - The *Cost Reimbursable* line type.
   - Award line worktags, when you enable worktag balancing. Example: Fund worktag.

3. Create Award Billing Schedules on page 146.

   Create a new *Installment* billing schedule, and select *Prepaid* as the **Schedule Type**.

   Generate installments for the billing schedule.

   To prevent the need to clear accounts receivable entries with manual accounting journals, we recommend that you:

   - Select the **Do Not Bill Over Installment Total** check box.
   - Generate installments only for the line with the lowest number, when multiple lines share the same billing schedule.

     After you create the billing schedule, Workday displays the line with the lowest number in the **Award Line for Prepayment Accounting Worktags** field. Workday uses the worktags on this line to generate prepaid accounting.

   You can clear the **Do Not Bill Over Installment Total** check box after you've consumed the prepaid amount, enabling you to bill amounts over the installment total as cost reimbursable spend. Workday creates accounts receivable entries for this spend.

4. Create Customer Invoices for Billing Installments.

   Create sponsor invoices for installment award lines that use an installment billing schedule. Workday generates invoices and intercompany journal entries for both the award header company and the award line company on the billing installments that you select.

   Security: *Process: Billing* domain in the Customer Contracts and Project Billing functional areas.

5. Record Customer Payments.

Result

When you spend and create sponsor invoices against the prepaid award, Workday:

- Consumes the prepaid balance from complete installments.
- Displays a **Prepaid Details** section on the billing schedule.

Next Steps

To review the prepaid accounting, you can select **Accounting** > **View Accounting** from the related actions menu on sponsor invoices.

Steps: Set Up and Manually Consume Prepaid Award Lines

Context

You can create prepaid award lines to bill your sponsor before incurring spends on your award. After receiving payment from the sponsor, you can consume the prepaid balance manually with cost reimbursable spend transactions or fixed amount installments.

Steps

1. Create Awards on page 75.

   Add an award line with the *Prepaid* line type. Add at least 1 more award line with the *Cost Reimbursable* line type, and set the line amount to be the same as the prepayment amount. Select the same grant on both the award lines.

2. Create Award Billing Schedules on page 146.

   Create an *Installment* type billing schedule and associate it with the *Prepaid* award line. Create billing installments for the number of prepayments and set the installment amounts to the prepayment amounts.

3. From the related actions menu of the award, select **Customer Contract** > **Create Customer Invoice from Billing Installment** .

   For **Billing Installments**, select the prepayment billing installments that you want to consume.

4. Record Customer Payments.

   Select the award sponsor as the **Remit-From Customer**, and enter the prepayment amount as the **Total Payment Amount**. On the **Remittance Advice** tab, add a row and select the invoice that you created from the prepayment billing installment. Specify the prepayment amount as the amount to pay.

5. When you incur a cost reimbursable spend, add the grant for the cost reimbursable award line as a worktag on the spend transaction. Settle the transaction.

6. Create a customer invoice for the cost reimbursable spending.

   See Steps: Create Invoices for Cost Reimbursable Award Transactions on page 153.

7. From the related actions menu of the customer invoice for cost reimbursable spending, select **Customer Invoice** > **Change**.

   Add a second invoice line and select the prepaid award line as the contract line. Enter the exact negative amount of the cost reimbursable spend in **Extended Amount**.

   Security: Configure the *Customer Invoice Event* business process and security policy in the Customer Accounts functional area.

Result

Workday nets the total invoice amount to zero and calculates the balance on the prepayment amount.

Process: Award Cost Reimbursable Spend to Billing

Context

You can use this checklist to take you from spending on an award to reimbursing from the sponsor.

For a use case related to this topic, see Use Case: Award Cost Reimbursable Spend to Billing in the Use Case Library.

Steps

1. Spend on the award.

   Charge an expense to a grant on the award by associating the spend transaction with the grant worktag on the award line that you want to charge to, and completing the business process. Example, for:

   • Payroll costing, add the grant worktag to the payroll costing allocation of the worker and complete the pay calculation. See ../../../../payroll/labor-costing/dan1370797199509.dita.
   • Spend within Financial Management, such as a supplier invoice or expense report, add the grant worktag to the spend transaction and complete the business processes for the transaction. See ../../../../financial-management/supplier-accounts/invoicing-and-payables/dan1370796846553.dita for supplier invoices, ../../../../financial-management/expenses/managing-expense-reports/dan1370797242347.dita for expense reports, or ../../../../financial-management/financial-accounting/journals/son1455300165888.dita for manual accounting journals transactions.

2. ../../../../financial-management/settlement/payment-settlement/dan1370797016124.dita.

   Settle the spend amount. After you complete the settlement run, the spend is ready to bill.

   Workday generates the facilities and administration (F&A) costs and recognizes revenue when you complete the spend transaction business process or settlement run, depending on how the award costs processing rules is set up for the company.

   To view the F&A and revenue recognition accounting for the expenditure:

   a. Select **Accounting** > **View Accounting** from the related actions menu of the operational journal initiating the spend transaction.

   b. Select the:

   - **Facilities and Administration** tab for F&A details.
   - **Award Revenue Recognition** tab for award revenue recognition details.

3. When you change the spend budget date or any F&A settings that could affect the F&A amount, run Reprocess Award Costs on page 35 to recalculate the F&A costs and revenue for the award.

4. Create an invoice for the ready-to-bill amount on the award. The ready-to-bill amount includes the direct spend amount and any applicable F&A costs.

   You can find the *Ready to Bill* amount on the:

   - Award contract, under the **Award Lines** tab in **Award Summary**.
   - **Find Cost Reimbursable Lines** report.

   For more information, see Steps: Create Invoices for Cost Reimbursable Award Transactions on page 153.

5. When you receive payment from the sponsor, ../../../../financial-management/customer-accounts/customer-payments/dan1370796994548.dita.

6. (Optional) If the sponsor reimburses you by a letter of credit, draw down the letter of credit, and Record Letter of Credit Draw Downs on page 158.

7. (Optional) Print and Email Sponsor Statements on page 166.

Letter of Credit

Create Letter of Credit

Prerequisites

- Create a bank account for the letter of credit. See Define Bank Accounts.
- For multicompany awards, assign the bank account to the company hierarchy and the bank routing rules of all related companies.
- Security: *Set Up: Grants Management* domain in the Grants Management functional area.

Context

Sponsors might fund cost reimbursable awards from federal grants, contracts, and cooperative agreements in the form of a letter of credit. You can create a letter of credit that details the funding information for the sponsor, and use the same letter of credit on multiple awards. When you draw down a letter of credit, each draw line corresponds to an award by default. To draw down a letter of credit at the award line level, create letter of credit draw IDs to associate with the billing schedules for the award lines that you want to draw from. See Concept: Letter of Credit Drawdown with Draw ID on page 162.

Steps

1. Access the **Create Letter of Credit** task.

2. As you complete the task, consider:

Option	Description
Sponsor	Select the bill-to sponsor paying for the letter of credit drawdowns for the award.
Payment Type	The payment type that you select on the letter of credit determines the available options in the **Payment Type** and **Letter of Credit** prompts when you create the award.
Maximum Amount	(Optional) Enter a funding limit for the letter of credit.

Result

You can now add the letter of credit to your award.

Related Information
Tasks
Steps: Manage Award Billing and Sponsor Payments on page 145

Record Letter of Credit Draw Downs

Prerequisites

- Create a bank routing rule for your company.
- Create a letter of credit for your sponsor with the bank account on the bank routing rule.
- Create and approve an award with the letter of credit on the award header. Create and approve the billing schedule for the award.
- Complete and settle expenses for the grant.
- Create customer invoices for the grant transactions.
- Configure the *Letter of Credit Draw Down Event (Default Definition)* business process and security policy in the Grants Management functional area:

  - To record details from the draw request such as draw request date and confirmation number, add the *Record Draw Request* action step before the *Record Amount Received for Letter of Credit Draw Down* step.
  - To record payment amounts that are different from draw amounts, add the *Adjust Amount Received* action step after the *Record Amount Received for Letter of Credit Draw Down* step.
  - To route the *Adjust Amount Received* action step to the initiator only:

    - On the business process security policy, configure the security groups on the *Adjust Amount Received* action step as the security groups for the *Record Letter of Credit Draw Down* initiating action, and add the Initiator user group.
    - On the business process definition, add the Initiator to the security groups on the *Adjust Amount Received* action step.

Context

You can record a letter of credit drawdown of claimed award expenses from federal grants, contracts, and cooperative agreements. The drawdown includes expenses for all awards with the same letter of credit for a company or company hierarchy. For multicompany awards, the letter of credit drawdown aggregates all billable expenses for the award across companies.

Before recording the drawdown, you can preview the amounts to draw and export the drawdown lines by accessing the **Pro-Forma Letter of Credit Draw Down** report.

Steps

1. Access the **Record Letter of Credit Draw Down** task.
2. As you complete the task, consider:

Option	Description
Company	Select a company hierarchy if you want to draw down for multiple related companies at once.
Sponsor	The sponsor on the letter of credit and the bill-to sponsor on the awards that use the letter of credit.
Letter of Credit	You can only select from the letters of credit for **Sponsor**.
Exclude Zero Amount to Draw	Select this check box to display only drawdown lines with non-zero unpaid billed amounts.

3. As you review the **Letter of Credit Draw Down Lines** tab, consider:

Option	Description
Draw ID	The letter of credit draw ID associated with 1 or more billing schedules on the award. Each draw line corresponds to 1 draw ID.
	Workday first groups award lines by award, then by draw ID for each award, even when the draw IDs are shared across multiple awards. For award lines that aren't associated with any draw IDs, Workday groups them into 1 draw line for each award, with a blank draw ID.
	This column doesn't display when none of the awards use a letter of credit draw ID.
Award Lines	Award lines that are associated with the draw ID through their billing schedules, or award lines that aren't associated with any draw IDs, for each award.
Line Amount	The sum of line amounts on award lines associated with the draw ID by award, or with the award when there's no draw ID. This value is for your information only and won't impact your spend processing.
Cost-Reimbursable Expense	The total cost-reimbursable expense for the draw ID by award, or for the award when there's no draw ID. This amount includes the direct spend amount and facilities and administration costs.
	This column only displays when there are cost-reimbursable expenses for awards on the letter of credit.
Invoiced Amount	The total amount already invoiced in approved customer invoices and customer invoice adjustments for the draw ID by award, or for the award when there's no draw ID.

Option	Description
Total Amount Paid	The total amount paid in previously completed drawdowns for the draw ID by award, or for the award when there's no draw ID.
A/R Balance	The difference between the **Invoiced Amount** and the **Total Amount Paid**.
Pending Draw	The total amount still in progress from previous drawdowns for the draw ID by award, or for the award when there's no draw ID.
Amount to Draw	Enter the amount you want to draw for the draw ID by each award, or for the award when there's no draw ID. Workday populates this field with the difference between the **A/R Balance** and **Pending Draw** amounts. The amount you specify can't exceed the **Billing Limit** amount.

4. (Optional) To review the total draw amount for awards on the letter of credit, access the **Award Totals** tab.

As you review the **Award Totals** tab, consider:

Option	Description
Billing Limit	Workday limits your drawdown amount based on these settings on the award header: • **Billing Limit Override**. • **Authorized Amount**, when **Billing Limit Override** isn't defined. **Note:** The billing limit on the billing schedule, if defined, doesn't apply to letter of credit drawdowns.

5. (Optional) To review the total draw amount for companies on the letter of credit, access the **Company Totals** tab.

Result

The *Letter of Credit Draw Down Event* business process routes the transaction to these steps:

Step	Details
Review Letter of Credit Draw Down	This step enables the reviewer to enter an amount to draw that's different from the default amount. Once the reviewer approves this step, you can contact the sponsor and request payment.
Record Draw Request	This step enables you to record the: • Date that you submit the draw request on the external payment system. • Confirmation number that you receive from the external payment system acknowledging the draw request.

Step	Details
Record Amount Received for Letter of Credit Draw Down	This step enables you to enter the amount and date of payment received.
	You can only enter a **Total Amount Received** that's different from the **Total Amount Drawn** when the business process definition contains the *Adjust Amount Received* step after this step.
Adjust Amount Received	This step enables you to adjust the amount received on each award line so that they sum up to the total payment amount received. Workday only routes to this step when the total amount received entered is different from the total amount drawn.
	Before you proceed, ensure that the:
	• **Total Amount Received** on the header equals the sum of **Amount Received** on all draw lines. • **Amount to Reallocate** on the header is equal to zero.

Workday applies payment for the drawdown only after the:

- *Approval* step.
- *Adjust Amount Received* step when there's no *Approval* step.
- *Record Amount Received for Letter of Credit Draw Down* step when there's no *Approval* or *Adjust Amount Received* step.

In payment application, Workday:

- Creates the corresponding customer payment and customer deposit.
- Applies the customer payment against the award invoices.
- Creates the accounting for the drawdown.

Next Steps

You can access the:

- **Letter of Credit Draw** report to export data for third-party reporting.
- **Schedule Record Letter of Credit Draw Down** task to schedule future letter of credit drawdowns.

To cancel a letter of credit drawdown event after you submit it, access the *Letter of Credit Draw Down Event* business process event from My Tasks under **Archive**. From the related actions menu of the **Letter of Credit Draw Down** on the **Details** tab, select **Letter of Credit Draw Down** > **Cancel**. You can only cancel a drawdown event that you initiated.

Related Information
Tasks
Steps: Manage Award Billing and Sponsor Payments on page 145
Edit Business Processes
Reference
2023R2 What's New Post: Letter of Credit Draw Identifiers
2023R2 What's New Post: User-Friendly Letter of Credit Drawdown Screen
2023R1 What's New Post: Letter of Credit Draw Adjustment

Concept: Letter of Credit Drawdown with Draw ID

When you record a letter of credit drawdown in Workday, each draw line corresponds to an award by default. To record a drawdown at a more granular level than the award, you can create a letter of credit draw ID for the billing schedule. When award billing schedules contain draw IDs, you can record drawdowns for award lines associated with each draw ID instead of the entire award.

To enable letter of credit drawdowns with draw IDs, you:

1. Create the letter of credit draw ID.
2. Assign the letter of credit draw ID to 1 or more billing schedules.
3. Spend on the award and generate the revenue recognition and invoice.
4. Record letter of credit draw down.

Letter of Credit Draw ID

You can create letter of credit draw IDs with the **Create Letter of Credit Draw ID** task. You can also create the draw ID from the billing schedule when you change the billing schedule and select **Edit Schedule Header**.

You can associate the same letter of credit draw ID with 1 or more billing schedules and across multiple awards.

Billing Schedule

You can create and assign a letter of credit draw ID to a billing schedule when you create the billing schedule and edit the schedule header.

To add a letter of credit draw ID to an existing award billing schedule:

1. From the related actions of award billing schedule, select **Billing Schedule** > **Change**.
2. Edit the schedule header and go to the **Letter of Credit Details** section. You only see this section when there's a letter of credit assigned on the award header, as you can only assign a draw ID when the award is associated with a letter of credit.
3. In the **Letter of Credit Draw ID** field, create a new letter of credit draw ID, or select one that you already created.

When you want to draw on a letter of credit for an award line, associate the award line with a billing schedule, then add the letter of credit draw ID to the billing schedule header.

Related Information
Reference
2023R2 What's New Post: Letter of Credit Draw Identifiers

Sponsor Statements

Steps: Set Up Sponsor Statements

Prerequisites

- Download and install Workday Studio, including Report Designer.
- Familiarize yourself with the Workday Studio documentation and tutorials for Report Designer.

Context

You can create sponsor statements using the Workday-delivered business form layout or your own custom layout.

Steps

1. (Optional) Create Custom Business Form Layouts for Sponsor Statements on page 163.
   Customize a business form layout to print sponsor statements for your company.
2. Create Sponsor Statement Print Layouts on page 164.
3. (Optional) Add a Logo and Signature to Sponsor Statements on page 165.
   Add a company logo and signature to either the standard or custom statements.
4. Print and Email Sponsor Statements on page 166.

Result

You can email or mail the sponsor statements to your sponsor.

Create Custom Business Form Layouts for Sponsor Statements

Prerequisites

- Create an XSL stylesheet or design a business form layout using the *Report Designer in Workday Studio*.
- Security: *Custom Report Creation* domain in the System functional area.

Context

You can create a custom business form layout for your company. You can add your custom layout to the sponsor statement print layout. Workday uses the business form layout when you print and email sponsor statements.

Steps

1. Access the **Create Business Form Layout** task.
2. As you complete the task, consider:

Option	Description
Active	Select to use this business form layout when you print and email sponsor statements.
Resulting Document Expiration Offset (in days)	Enter the number of days to retain sponsor statements before they expire. The maximum value allowed is 25,000.
	Note: Ensure that the expiration offset you specify here complies with your organization's document retention policy. Workday automatically deletes documents after the offset number of days. You can't recover these documents.
Token Name	Add the token name for the company logo and signature using this format:
	- *company_logo*
	- *sc_signature*
	These tokens are in your XSL stylesheet or report designer business form layout.

Result

When you print and email sponsor statements, Workday uses your custom layout for the company instead of the delivered one.

Next Steps

Add a logo and signature to sponsor statements.

Related Information
Tasks
Create a Business Form Layout in Workday Studio

Create Sponsor Statement Print Layouts

Prerequisites

- Create a business form layout for sponsor statements.
- Security: These domains in the Grants Management functional area:

  - *Set Up: Sponsor Accounts*.
  - *Reports: Sponsor* to use the delivered *Sponsor Statement* business form layout.

Context

You can create layouts for a company to use when printing and emailing sponsor statements. You can:

- Select a statement type, aging group, and remittance option for the sponsor.
- Create a business form layout to customize your report design.
- Personalize the statement layout with your company logo and financial messages.

Steps

1. Access the **Create Sponsor Statement Print Layout** task.
2. As you complete the task, consider:

Option	Description
Statement Type	Select: - *Balance Forward* to include a consolidated balance on the sponsor statement. This balance carries over to each subsequent billing period. - *Open Item* to include individual sponsor invoices on the sponsor statement that aren't yet paid in full.
Business Form Layout	You can either: - Leave this field blank to use the delivered *Sponsor Statement* layout. - Select a custom layout.
Include Company Logo	Select to generate the company logo from the business form layout.
Aging Group	Workday aggregates all invoice amounts for the number of days you specify in the aging group.

Option	Description
Customer Statement Remittance Option for Sponsor	Workday only supports a *Standard* remittance option for sponsor statements.
Financial Message	Financial messages display on each sponsor statement that you generate with this layout. You can include up to 3 financial messages per company.

Result

Workday uses the print layout when your company generates PDF email attachments and printed sponsor statements.

Next Steps

- Create sponsor statements.
- Print and email sponsor statements.

Related Information
Tasks
Create a Business Form Layout in Workday Studio

Add a Logo and Signature to Sponsor Statements

Prerequisites

- Create a business form layout for sponsor statements.
- Security: *Custom Report Creation* domain in the System functional area.

Context

Add your company logo and signature to the delivered or custom business form layout for your sponsor statements. When you have multiple companies with different images, each company requires its own layout.

Steps

1. To view:

    - Delivered layouts, access the **View Delivered Business Form Layout** report.
    - Custom layouts, access the **View Business Form Layout** report.

2. Select the delivered *Sponsor Statement* layout or a custom layout.

3. From the related actions menu, select **Business Form Layout** > **Configure**.

4. Upload an image of the company logo and signature tokens.

Result

When you print and email sponsor statements, Workday includes the company logo and signature images in the PDF file.

Next Steps

Create print layouts for your sponsor statements.

Related Information
Tasks
Create a Business Form Layout in Workday Studio

Print and Email Sponsor Statements

Prerequisites

- Enable email notifications and attachments on the **Edit Tenant Setup - Notifications** task.
- Set up the contact information, sponsor contacts, and document options on the **Edit Sponsor** task.
- Create sponsor statement print layouts for a company.
- Configure the *Customer Invoice Email Event* business process and security policy in the Customer Accounts functional area.
- Security: *Reports: Customer Documents* domain in the Customer Accounts functional area.

Context

You can print sponsor statements for regular mail delivery and email them as PDF attachments to customers. The sponsor statement includes the company logo, signature, and financial messages that you set up on your business form layout and print layout.

Steps

1. Access the **Print Customer Statements for Sponsor** task.
2. Enter a **Balance Forward Start Date** to summarize balances on the sponsor account from the start date you enter.

   This field only displays when you select *Balance Forward* on the **Create Sponsor Statement Print Layout** task.
3. Select the **Group non Email Delivery Statements** check box to group statements that don't have a bill-to contact email address in their profile.
4. Select the sponsors that you want to print and email statements for.
5. Click **Refresh** until Workday generates the statements.
6. Click **Email Customer Statements** to send the statements to your sponsors.

Result

You can print sponsor statements for regular mail delivery. Workday routes the sponsor statements to the *Customer Invoice Email Event* business process for review and approval before emailing them.

Next Steps

To view the print and email request status, access the **Find Customer Statement Print Runs** report.

Related Information
Tasks
Create a Business Form Layout in Workday Studio
Create Sponsor Statement Print Layouts on page 164

Award Revenue Recognition

Schedule Revenue Recognition for Awards

Prerequisites

- Configure the *Revenue Recognition Schedule Event* business process and security policy in the Financials: Revenue and Customers: Revenue functional areas.
- Define an award for 1 or more companies.
- Define an award schedule.
- Security: *Process: Revenue* domain in Customer Contracts functional area.

Context

Create or update a revenue recognition schedule for an award. This enables you to schedule revenue recognition independent of billing.

You can define schedules only for fixed amount award lines that have the deferred revenue check box selected. If needed, you can tie revenue recognition to date milestones.

Note: For multicompany awards, create a revenue recognition schedule for each award line company. Workday limits revenue recognition schedules to the award lines per company.

Steps

1. Access the **Create Revenue Recognition Schedule for Award** task.
2. Select the **Company** with the award that you want to create the revenue recognition schedule for.
3. (Optional) For multicompany awards, enter an intercompany for **Line Company** associated with an award line.

   Workday displays award lines by only that company for selection.
4. As you complete the **Revenue Recognition Information**, consider:

Option	Description
Milestone	Date milestones for the entire revenue recognition schedule. Milestones must be completed for revenue recognition to occur on any installments.

5. As you complete the **Generate Installment Information**, consider:

Option	Description
Revenue Recognition Method	*Custom* - Select to build your schedule using custom installment amounts**.** *Defined Installment* - Select to build your schedule using specific regular, first, and last installment amounts. *Number of Days* - Select to build your schedule using intervals of a specific number of days. *Spread Even* - Select to build your schedule by spreading the award amount evenly across the installments.

6. Select the award lines to add to the revenue recognition schedule.

   Available award lines have the deferred revenue check box selected.

7. As you complete the draft revenue recognition schedule information, consider:

Option	Description
Manage Lines	Manage award lines using the revenue recognition schedule. The lines can span multiple awards.
Manage Milestones	Date milestones for the revenue installment. Milestones must be completed for revenue recognition for the installment to occur.
Generate Installments	For Defined Installment billing, click to generate the installment revenue recognition schedule using the specific installment amounts you entered in **Define Installment Amounts**. For Spread Even installment revenue recognition, click to spread the installment payments evenly according to the frequency, number of installments, and from date.
Customize Installments	Change generated installment amounts to adjust the **Revenue Recognition Method** to *Custom*.

Result

Workday initiates the **Revenue Recognition Schedule Event** business process for review and approval of the award revenue recognition schedule.

Next Steps

Create revenue recognition accounting using the Generate Accounting for Revenue Recognition Installments on page 168 task.

Generate Accounting for Revenue Recognition Installments

Prerequisites

- Configure the *Revenue Recognition Installment Event* business process and security policy in the Financials: Revenue and Customers: Revenue functional areas.
- Create a revenue recognition schedule for the award.

Context

Scheduled revenue is recognized and the corresponding accounting generated when you run the **Create Revenue Recognition Accounting** task. If you're creating revenue recognition for a multicompany award, you need to create revenue recognition accounting for each award line company.

Steps

1. Access the **Create Revenue Recognition Accounting** task.

2. From the displayed results, select the revenue recognition installments that you want to create revenue recognition accounting.

   Note: Only revenue recognition installments with an outstanding milestone marked as complete as of the milestone due date display.

Result

When the batch process to create the accounting is complete, view the results to confirm the accounting for the revenue recognition installments created is correct.

You can also schedule the generation of your revenue recognition accounting using the **Schedule Revenue Recognition Accounting** task.
Related Information
Tasks
Schedule Revenue Recognition for Awards on page 167

Concept: Revenue Recognition for Grants

For cost reimbursable award lines, Workday recognizes revenue at the time of expense.

For fixed amount award lines, Workday can recognize revenue either:

• When you bill sponsors.
• When you record cash sales for sponsor payments without invoices.
• Following a revenue recognition schedule.

Cost Reimbursable Award Lines

For cost reimbursable award lines, Workday recognizes revenue when you settle or complete spend transactions. You can view the accounting on the source transactions.

Workday calculates cost reimbursable revenue for eligible spend transactions that have a:

• Grant worktag associated with a cost reimbursable award line.
• Fund worktag with a funding type of *Sponsor Funded*.
• Status of settled or completed.
• Spend category or pay component worktag type on the target or offset in the allocation definition.
• Budget date between the start and end dates on the corresponding award line of the specific grant. To remove this condition:

  • Select **Company** > **Edit Award Cost Processing Rule** from the related actions menu of the company.
  • Select the **Ignore Award Line Dates for Award Costs** check box.

Fixed Amount Award Lines Without Deferred Revenue

When you leave the **Deferred Revenue** check box on a fixed amount award line unchecked, Workday recognizes revenue when you either:

• Bill sponsors.
• Approve cash sales. See Record Cash Sales.

Fixed Amount Award Lines With Deferred Revenue

Workday follows a revenue recognition schedule when you:

• Select the **Deferred Revenue** check box on a fixed amount award line.
• Associate a revenue recognition schedule with the line using the **Create Revenue Recognition Schedule for Award** task.

When you don't associate a revenue recognition schedule with the line, Workday recognizes deferred revenue when you bill for the line. You can run the **Create Revenue Recognition Accounting** task to back out the deferred revenue and book the revenue.

Related Information
Tasks
Reference
2024R1 What's New Post: Record Sponsor Payments for Awards Without Invoice

Effort Certification

Setup Considerations: Effort Certification

You can use this topic to help make decisions when planning your configuration and use of Effort Certification. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

U.S. government sponsors require federal grant recipients to certify their efforts for the duration of their grants. It ensures that sponsors only pay for effort related to the grants, and recipients meet their effort commitment for the grants.

Effort certification in Workday enables you to generate and route effort certification reports based on payroll information.

Business Benefits

Effort certification in Workday helps you:

- Reduce manual processing by always having up-to-date payroll and supervisory information for a worker and effort period.
- Ensure that a worker's payroll costing allocation reflects the actual time spent on a project.
- Bill your sponsors the correct worker compensation amount for the work done.
- Maintain an audit trail of review and approval comments, survey answers on effort changes, and attestation statements for each effort.

Use Cases

- Enable investigators to certify their own efforts and the efforts of their research assistants.
- Enable grant administrators to review and approve hundreds of effort certifications twice a year.
- Enable payroll administrators to make payroll accounting adjustments when a worker's effort changes from the original allocation.
- Enable effort certification managers to recertify an effort because the worker's payroll changed after they last certified the effort.
- Enable department administrators to provide support for workers in their department who need to review and certify efforts.

Questions to Consider

Question	Considerations
When do you need to certify your workers' efforts?	Workday enables you to specify a date range for your effort certification based on your award or sponsor requirements. You can create an effort certification report as soon as you've completed the worker's payroll for the date range.
Which worker efforts do you need to certify?	You can run effort certification for either a single worker by name, or a group of workers based on: • Worktags on the payroll for the effort period. • The pay component group of workers' payrolls. • Job profile or other condition rules.
Who do you want to review the effort certification report?	When you configure the Workday *Effort Certification* business process, you can assign the review, certify, and approval steps to specific security groups in an organization. You can further configure the effort certification type to route the review and approval steps to specific organizations, such as: • The organization assignments or home departments of the workers' primary positions. • The cost centers on the effort lines that you charge the efforts to. • The cost centers on the effort lines that contain grant worktags. For terminated workers, you can configure the business process to route the review and approval steps to roles in the workers' last supervisory organizations or cost centers.
Would you like to preview your effort certification results before initiating the effort certification?	The pro forma effort certification report enables you to prevalidate your effort certification results and prepare for any payroll costing changes before you run the effort certification. You can use it to eliminate surprises and help you budget for payroll expenditures before initiating the effort certification. You can run the pro forma effort certification report against payroll actuals or obligations.
Do you need to make payroll accounting adjustments when there's a change in effort certification?	You can configure the Workday *Effort Certification* business process to initiate a payroll accounting adjustment after a reviewer or certifier changes an effort allocation.
How do you want to handle effort certifications that have become obsolete?	If a change occurs in payroll after you certify a worker's effort for the same pay period, your effort certification might be obsolete. Workday enables you to detect obsolete effort certifications and recertify them. When you recertify an effort certification, Workday:

Question	Considerations
	• Cancels the original effort certification. • Creates a new effort certification in its place. • Links the original and new effort certifications.
Do you need to review multiple effort certifications or certify on behalf of others?	Workday provides security domains for users to perform different tasks on effort certifications. You can grant security group access to these domains based on whether a user needs: • View-only access to effort certifications. • To review, certify, or approve individual effort certifications. • To review, certify, or approve multiple effort certifications simultaneously, through mass submit.
Do you want to customize the effort certification text?	You can customize the attestation statement that your workers agree to when they certify their efforts. You can also create the survey questions that reviewers answer when they make a change to an effort certification. Workday keeps attestation statements and answers to survey questions in the effort certification report for auditing purposes.
How would you like to manage the effort certifications assigned to you?	Workday provides a work area where you can manage effort certifications outside My Tasks. You can: • View all the effort certifications that you have access to. • Take actions on effort certifications that are awaiting your actions in the work queue. • Certify effort certifications on behalf of others. • Sort, filter, and search for effort certifications.
How do you want to display the effort certification?	Workday displays effort certification in a composite view that you can configure to: • Embed a custom report within an aggregate tab. • Hide, display, or rearrange tabs. • Group or subtotal by specific business objects. • Display worktags associated with an effort. • Display compensation amounts in addition to percentages.
Do you want to add attachments to your effort certification report?	You can add attachments to an effort certification report when you: • Make a change to the effort certification during the review or certify step in the business process.

Question	Considerations
	• Append to the effort certification after you've certified and approved the effort certification report.
How do you deliver effort certification reports to your sponsors?	When you need to deliver effort certification reports to your sponsor, Workday enables you to print the reports or export them to Excel spreadsheets.

Recommendations

Workday recommends that you:

• Configure the worktag usage for *Effort Certification Dimension* to include all the worktag types used in *Payroll Costing Allocation*.
• Use full worktags in the effort certification type to persist payroll worktags in the effort certification lines.
• When you run effort certification, select the company structure used in payroll accounting so that Workday can associate the effort certification with the correct company in payroll.
• Recertify effort certifications with the same security access as the user who initiated the original effort certifications, to ensure that Workday detects only the valid changes in payroll.

Requirements

To run effort certification, you must:

• Have completed the worker's payroll for the effort period.
• Not have run effort certification for the same effort certification type, worker, and date range.
• Not be concurrently running another effort certification with the same effort certification type, worker, and overlapping date range.

Limitations

• You can't initiate the effort certification process or recertify an effort while payroll accounting for the effort period is in progress. Wait until you've completed payroll before initiating or recertifying your effort certifications.
• Changing some settings in the effort certification type requires you to first cancel all non-canceled effort certifications of that type.
• You can't set the criteria that Workday uses in recertify to mark an effort certification as possibly obsolete.
• Due to a current Workday limitation, step validation conditions won't display on the *Effort Certification* business process.

Tenant Setup

You can access the **Edit Tenant Setup - Payroll** task to enable payroll accounting for:

• Salary over the cap.
• Alternative costing for grant begin and end dates for awards.
• Intercompany accounting.

To group your effort certification lines by grant and program, you need to be able to tag your payroll costing allocations with grant and program worktags. Access the **Maintain Worktag Usage** task, and add the *Grant* and *Program* workag types to the **Payroll Costing Allocation** taggable.

Security

Configure these domains in the Core Payroll functional area:

Domain	Considerations
Set Up: Effort Certification	• Provides access to tasks, reports, and data related to the configuration of effort certification. • Enables you to cancel existing effort certification for a company and effort certification type.
Process: Effort Certification	Provides access to effort certification tasks and reports. It's restricted to user-based groups and company or company hierarchy role-based groups.
Reports: Effort Certification	Provides access to effort certification-related reporting. It's restricted to user-based groups and company or company hierarchy role-based groups.
Reports: Manager (Effort Certification)	Provides access to effort certification by organization, primarily for organization managers.
View: Effort Certification	Provides access to users to view the effort certifications in which they have a role.
Worker Data: Effort Certification	Provides access to effort certification reports based on worker organization assignments associated with the primary position. Workday delivers this domain in *Suspended* mode. Enable and activate the domain security policy before you use it.
Manage: Effort Certification Work Area	Provides view-only access to effort certifications in the work area overview. Workday delivers this domain in *Suspended* mode. Enable and activate the domain security policy before you use it.
Process: Effort Certification Work Queue	Provides access to the *Effort Certification* business process from the work area queue. Workday delivers this domain in *Suspended* mode. Enable and activate the domain security policy before you use it.
Process: Mass Submit Effort Certification	Provides access to the mass submit actions in the work area queue. Workday delivers this domain in *Suspended* mode. Enable and activate the domain security policy before you use it.
Process: Pro Forma Effort Certification	Provides access to tasks, reports, and data related to: • Pro forma effort certification. • Pro forma effort certification during recertify.
Worker Data: Position and Employee Worktag	To persist the employee name and position worktags from payroll to effort certification lines. Security to this domain is necessary to:

Domain	Considerations
	• Ensure that when you recertify an effort, Workday doesn't pick up any false differences due to missing worktags. • When you make a change to an effort, Workday initiates payroll accounting adjustments with the correct proposed amount.

Business Processes

Business Process	Considerations
Effort Certification	Configure this business process to assign the review, certification, and approval steps to the appropriate security groups in your organization. You can further determine which of these organizations the review and approval steps route to by configuring the effort certification type: • Organization assignments of the worker's primary position. • Organizations that you charge the effort to.
Create Payroll Accounting Adjustments for Effort Certification	To initiate payroll accounting adjustments following an effort change, add this subprocess to the *Effort Certification* business process after the Completion step.

Reporting

To view the available reports for Workday Effort Certification, access the **Workday Standard Reports** report, and select the *Effort Certification* report category.

Workday displays the effort certification and pro forma reports in composite views. You can configure the composite views to embed a custom report, display or hide select tabs, and order the tabs according to your preference.

Integrations

Web Service	Considerations
Effort Certification Change Reason Codes	Use to create, update, or retrieve reason codes that describe the changes reviewers make to effort certifications.
Effort Certification Types	Use to create, update, or retrieve effort certification types.
Effort Certifying Texts	Use to create, update, or retrieve the attestation statements that workers use to certify their efforts.

Connections and Touchpoints

Touchpoint	Considerations
Financial Accounting	Effort certification uses financial accounting worktags in the effort lines.

Touchpoint	Considerations
	Financial accounting also provides the grant worktag in the payroll costing allocation and the timesheet that Workday uses to allocate the effort.
HCM	Provides employee and job-related data for effort certification, such as: • Employee name, status, and job profile. • The organization assignments of employee's primary job position.
Payroll	When an effort certification reviewer makes a change that affects payroll, you must make accounting adjustments in payroll to reflect the change. Payroll also provides the: • Payroll actuals and obligations for effort certification and pro forma effort certification reports. • Pay component group that determines the worker population in an effort certification type.
Time Tracking	Effort certification gets the hourly certification from Time Tracking.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Concept: Effort Certification for Payroll on page 192
Concept: Effort Certification Work Area on page 194
Tasks
Steps: Manage Effort Certification on page 180
Reference
Reference: Effort Certification Reporting on page 194

Steps: Set Up Effort Certification

Prerequisites

Set up any necessary pay component groups.

Context

Before you create and manage effort certification in Workday, you must define the:

• Change reason codes.
• Certifying text.
• Eligible employee rules.
• Effort certification types.

Depending on the requirements for effort certification in your organization, you can also configure:

• Survey questions for the effort certification.

- Worktags for the effort certifications.
- The business process for reviewing effort certifications.
- How to display the effort certification report.

Steps

1. Access the **Maintain Change Reason Codes for Effort Certification and Payroll Accounting Adjustment** task.

   Define the change reason codes for employees that explain why their actual effort differs from the original allocation percentages.

   For effort certification changes that affect payroll allocations, select the **Costed** check box.

   Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

2. Access the **Create Effort Certifying Text** task.

   Define the attestation statement for employees to confirm when certifying their efforts.

   You can update certifying text with the **Maintain Effort Certifying Text** task.

   Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

3. Access the **Create Effort Certification Eligibility Rule** task.

   Select which employees must certify their work effort.

   Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

4. (Optional) Access the **Create Effort Certification Survey** task.

   Create the questionnaires that employees fill out when they change an effort certification report. You can use this information for auditing purposes.

   Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

5. Create Effort Certification Types on page 182.

   Create the types of effort certifications to generate, based on eligible workers, routing information, pay component, and display format of the effort certification report.

6. (Optional) Configure Worktags for Transactions.

   To create payroll accounting adjustments from effort certification changes, edit the worktag usage for *Effort Certification Dimension*. Include the worktag types you use in the payroll costing allocation.

7. (Optional) Configure the Effort Certification Business Process on page 184.

8. (Optional) Configure the **Aggregate** tab on the composite view of the effort certification or pro forma report to display a Workday-delivered aggregate report or a custom report.

   In the **Configure Profile Group** task, select:

   - *Aggregate for Effort Certification Composite View Profile*, for the composite view of the effort certification report.
   - *Aggregate for Pro Forma Effort Certification Composite View Profile*, for the composite view of the pro forma effort certification report.
   - *Aggregate for Effort Certification Composite View Profile - Recertify*, for the composite view of the pro forma effort certification report when you recertify an effort.

   Select the **Display in Profile** check box, and add a line for *Allowed Reports* or *Allowed Custom Reports*. For custom reports, select one that you created with either the *Effort Certification Lines* or *Pro Forma Effort Certification Lines* report data source, depending on the composite view.

   See Steps: Set Up Profiles and Profile Groups.

9. (Optional) Configure profiles to display, hide, or reorder any tab in the effort certification work area, or in the effort certification and pro forma composite views.

To display or hide the **Aggregate** tab in the effort certification and pro forma composite views, access the **Configure Profile** task, and select:

Profile	Section Configuration
Effort Certification Composite View Profile	*Aggregate for Effort Certification Composite View Profile*
Pro Forma Effort Certification Composite View Profile	*Aggregate for Pro Forma Effort Certification Composite View Profile*
Pro Forma Effort Certification Composite View Profile - Recertify	*Aggregate for Pro Forma Effort Certification Composite View Profile - Recertify*

See Steps: Set Up Profiles and Profile Groups.

10. (Optional) Configure payroll costing allocations with salary over the cap suballocations, and set up the effort certification type for certifying and reporting on salary over the cap efforts.

See Steps: Set Up Payroll Costing Suballocation and Effort Certification for Salary Over the Cap on page 178.

Next Steps

Create effort certification to route the effort certification report for review and approval.

Related Information
Tasks
Create Effort Certification on page 186
Reference
Reference: Effort Certification Reporting on page 194

Steps: Set Up Payroll Costing Suballocation and Effort Certification for Salary Over the Cap

Context

When there's a salary cap on the award line, and the worker's salary is over the cap, you can set up the worker's salary over the cap to be attributed to suballocation worktags that are different from the payroll costing allocation worktags. You can only set up salary over the cap suballocation when:

- There's a salary cap on the award line associated with the grant.
- The payroll period you're processing is within the effective award line dates.
- The salary cap is effective for the entire award line date range, or there's no award line dates.

To certify efforts for salary over the cap, you can set up your effort certification type to group the efforts by effort grants in the effort certification report.

Steps

1. ../../../manage-workday/user-experience/worktags/kev1402158934672.dita.

To enable you to later:

- Configure the Effort Certification Type to group efforts by effort grant for workers with over-the-cap salaries: Select the **Effort Certification Dimension** taggable, and add the *Salary Over the Cap Basis* worktag type.
- Add a grant worktag on a worker's pay costing allocation: Select the **Payroll Costing Allocation** taggable, and add the *Grant* worktag type.

2. Configure your tenant to support salary over the cap accounting and salary over the cap suballocation. Access the **Edit Tenant Setup - Payroll** task and select these check boxes:

   • **Salary Over the Cap - Enable**
   • **Salary Over the Cap - Allow Grant Worktag in Suballocation**

   See ../../../manage-workday/tenant-configuration/tenant-setup/dan1370796805364.dita.

   Security: *Set Up: Tenant Setup - Payroll* domain in the System functional area.

3. View the award to ensure that the award line associated with the effort has an **Award Line Salary Cap**, and that the award line date range falls entirely within the salary cap effective dates, or there's no award line dates.

   For information on setting a salary cap on the award line, see Create Awards on page 75.

   For information on creating or maintaining salary caps, see ../../../payroll/labor-costing/salary-over-the-cap/bjw1486777701557.dita.

4. ../../../payroll/labor-costing/dan1370797199509.dita.

   In the **Costing Allocation Details** grid, for the:

   a. **Worktags** column, select the grant that you want to associate with the effort.
   b. **Salary Over the Cap** column, click the bubble to select the worktags and distributions for the over-the-cap suballocation. The suballocation worktags can be *Grant* or other types of worktags. If you don't see a bubble, verify that the payroll period falls within the award line dates, and that the award line dates fall within the salary cap effective dates.

   For more information on salary over the cap suballocation, see ../../../payroll/labor-costing/salary-over-the-cap/fqq1487108728179.dita.

5. Create Effort Certification Types on page 182.

   For certifying efforts associated with salary over the cap, you can configure the effort certification type to group efforts by effort grants and display effort grants for salaries over the cap as the *Salary Over The Cap Basis* worktags in the effort certification report by:

   • Selecting the **Use Full Worktags** check box.
   • Setting **Group By** field to *Salary Over The Cap Basis*.

Result

When you next process the worker's payroll, Workday attributes the salary amount up to the cap to the effort grant, and the salary amount over the cap to the suballocation worktags. When you certify the worker's effort, the effort certification report displays the effort grant as the grant worktag on the worker's main payroll costing allocation, even for salary over the cap.

Example

You want to attribute a worker's salary under the salary cap to a sponsored grant *NIH Grant*, and salary over the cap to a cost-share grant *Cost-Share Grant*. On the worker's payroll costing allocation, you add *NIH Grant* as the main costing allocation worktag, and *Cost-Share Grant* as the salary over the cap suballocation grant. When you certify effort for the worker, the effort certification report displays these worktags on the:

• **Summary** tab:

  • For salary over the cap:

    • **Salary Over The Cap Basis**: *NIH Grant*
    • **Grant**: *Cost-Share Grant*
  • For salary under the cap:

    • **Grant**: *NIH Grant*

- **Details** tab:
  - For salary over the cap:
    - **Salary Over The Cap Basis** payroll worktag: *NIH Grant* (also the *Effort Grant*)
    - **Grant** costing worktag: *Cost-Share Grant*
  - For salary under the cap:
    - **Grant** costing worktag: *NIH Grant* (also the *Effort Grant*)
    - No **Salary Over The Cap** payroll worktag.

Steps: Manage Effort Certification

Prerequisites

Set up effort certifications.

Context

You can preview and manage effort certifications to ensure that they're consistent with payroll accounting.

Steps

1. (Optional) Create Pro Forma Effort Certification on page 189.

   To prevalidate effort certification results before running your effort certification, create a pro forma effort certification report.

2. Create Effort Certification on page 186.

   Create the effort certification for a specific worker, company, or type of effort.

3. (Optional) Access the **Effort Certification Work Area** task.

   Monitor the statuses of effort certifications in the business process and take actions from your work queue.

   Security: These domains in the Core Payroll functional area:

   - *Manage: Effort Certification Work Area*
   - *Worker Data: Effort Certification*
   - *View: Effort Certification*
   - *Process: Effort Certification Work Queue*
   - *Process: Mass Submit Effort Certification*

4. (Optional) Access the **Append Effort Certification** task.

   You can add attachments, such as worker timesheets, to a certified effort certification.

   Security: *Process: Effort Certification* domain in the Core Payroll functional area.

5. (Optional) Recertify Effort Certification on page 190.

   When you make a payroll accounting adjustment after you complete an effort certification, you can recertify the obsolete effort certification.

6. (Optional) Access the **Mass Cancel Effort Certification** task.

   To change a setting in an effort certification type, you can first mass cancel existing effort certifications for the type. You can then make the change and rerun effort certifications for the same effort certification type.

   When you specify a status, Workday returns only the effort certifications that have the status. When you don't specify a status, Workday returns all effort certifications that aren't in the *Canceled* status, including approved effort certifications.

Related Information
Concepts
Concept: Effort Certification Work Area on page 194

Tasks
Reference

Create Employee Eligibility Rules

Prerequisites

Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

Context

An effort certification eligibility rule defines a population of employees whose effort you want to certify. It enables you to run effort certification for a population of employees rather than specific employees. When you initiate effort certification without specifying employees, Workday uses the eligibility rule in your effort certification type to determine whose efforts to certify.

Steps

1. Access the **Create Effort Certification Eligibility Rule** task.
2. As you complete the task, consider:

Option	Description
Copy Condition from Rule	To avoid creating rule conditions from scratch, you can select an existing eligibility rule to populate the rule conditions grid with conditions from that rule. You can then modify the rules to define your employee population.

Rule Conditions	Specify the payroll conditions that identify the employee population for this rule.
	
	 Example:
	
	 To create a rule for professors and research associates, set:
	
	 • **Source External Field or Condition Rule**: *Job Profile*
	 • **Relational Operator**: *in the selection list*
	 • **Comparison Type**: *Value specified in this filter*
	 • **Comparison Value**:
	
	     • *Professor*
	     • *Research Associate*

Result

Workday creates an eligibility rule for a population of employees that need effort certification. You can now select this eligibility rule in your effort certification type to define the default population of employees to certify.

Related Information
Tasks
Examples

Create Effort Certification Types

Prerequisites

- Create the effort certifying text.
- Create the employee eligibility rules for effort certification.
- Create the pay component group that reflects the institutional base salary for the basis of effort certification.
- Security: *Set Up: Effort Certification* domain in the Core Payroll functional area.

Context

You can create effort certification types to identify the payroll effort expenditures that fall within the scope of a funding agreement. An effort certification type determines:

- The eligible worker population for an effort certification.
- How Workday routes the *Effort Certification* business process for administrative reviews.
- The texts that you see when you certify or change an effort.
- How Workday displays the effort certification report.

Steps

1. Access the **Create Effort Certification Type** task.
2. As you complete the task, consider:

Option	Description
Use Full Worktags	Select to: • Display the payroll worktags for each effort line on the effort certification report. • Persist the payroll worktags for an effort on the effort certification. • Initiate payroll accounting adjustments when worktags for payroll costing allocation change in the effort certification. Worktags include: • Earnings. • Position. • All organization types for payroll costing allocations. • Salary over the cap. When you don't select this check box, only the worktag types you select in the **Group By** field persist on the effort certification. When you make changes to an effort certification, you can change only the worktags that persist on the effort certification. You can't change this setting when the effort certification type is in use by 1 or more noncanceled effort certifications.
Group By	Select worktags that you want to group the effort certification report by.

Option	Description
	Workday recommends grouping by fund and grant.
	You can't change this setting when the effort certification type is in use by 1 or more noncanceled effort certifications.
Subtotal By Hierarchy	Select to display the **Hierarchy** prompt. Workday organizes the report information based on the specified hierarchy.
Display Compensation Amounts	Select to display the effort amounts as well as percentages in the effort certification report.
Display Intercompany Accounting	Displays when you enable intercompany accounting on the payroll tenant setup.
	Enables you to view the costing company on a worker's effort certification.
Pay Component Group	Select a pay component group of the compensation that you want to certify efforts for. When you don't select a pay component group, Workday certifies the efforts for the compensations in all pay component groups.
Routing and Access Only for Grant Lines	Route the *Effort Certification* business process to organizations on the effort lines that contain grant worktags. Only users with roles in these organizations can do the administrative reviews and approvals of the effort certification.
	When you don't select this check box, the *Effort Certification* business process routes to organizations on all the effort lines.
	Note: You can't use this check box to hide worktags in the effort certification lines from reviewers.
Routing by Worker Organization Assignments	Route the *Effort Certification* business process to organizations in the worker primary job assignment. Only users with roles in these organizations can do the administrative reviews and approvals of the effort certification.
	Workday determines the worker organization assignments as of the date when you run the effort certification, or the last date of employment for terminated workers.
	If you select both **Routing by Worker Organization Assignments** and **Routing and Access Only for Grant Lines**, Workday:
	• First routes to the worker organization assignments.

Option	Description
	• Routes to the organizations on the effort lines that contain grants worktags only when the worker has no organization assignments. You can't change this setting when the effort certification type is in use by 1 or more noncanceled effort certifications.
Employee Eligibility Rule	Select the condition rule that contains the employee population for whom you want to certify efforts.
Payroll Actual Costed To	When you want to certify only efforts with specific payroll worktags during the effort period, add rows to specify the exact worktag types and values. The **Type** that you can select from depends on your setting for the **Use Full Worktags** check box: • If you use full worktags, you can select from all the payroll worktag types. • If you don't use full worktags, you can select only from the worktag types you specify in the **Group By** field. Example: You add 2 rows with these values: • Type: *Grant*, Value: *Grant 123* • Type: *Fund*, Value: *Fund ABC* When you run effort certification from *Jan 1, 2020* to *Jun 30, 2020*, Workday certifies only the workers whose payrolls from January to June, 2020 contain both the *Grant 123* and the *Fund ABC* worktags. The certification won't include workers whose payrolls contain the same worktags outside the effort period.

Next Steps

Create the effort certification or pro forma effort certification.

Related Information
Tasks
Maintain Organization Types
Create Pay Component Groups
Examples

Configure the Effort Certification Business Process

Prerequisites

Security: These domains in the System functional area:

• *Business Process Administration*

- *Manage: Business Process Definitions*

Context

Configure the *Effort Certification* business process to add actions as workflow steps that help you:

- Review the effort allocation for accuracy.
- Certify that workers have performed the efforts as allocated.
- Approve the effort certification for payroll costing.
- Initiate payroll accounting adjustment as a result of effort certification changes.

Note: There's a current Workday limitation that prevents step validation conditions from displaying on the *Effort Certification* business process.

Steps

1. Access the *Effort Certification* business process definition.
2. Select **Business Process** > **Edit Definition** from the related actions menu.
3. Consider including 1 or more of these steps on the business process to certify effort certifications and adjust payroll:

Option	Description
Administrative Review	Specify the **Group** for a manager who is familiar with the effort and can review the effort allocation, such as the: • Effort Certification Reviewer. • Cost Center Manager. Depending on the routing option you specify in the effort certification type, these roles are either in the: • Worker organization assignments, or • Organizations that you charge the effort to on the effort line.
Certify Effort Certification	Specify the **Group** for a worker who can attest to making the effort as allocated, such as the: • Employee As Self. • Principal Investigator. • Manager on the last day of employment for the terminated worker.
Approval	Specify the **Group** for an administrator who can approve the effort certification for payroll costing, such as the: • Cost Center Manager. • Effort Certification Manager. Depending on the routing option you specify in the effort certification type, these roles are either in the: • Worker organization assignments, or • Organizations that you charge the effort to on the effort line.

Option	Description
Create Payroll Accounting Adjustments for Effort Certification	Specify the **Group** for a payroll administrator who can make payroll accounting adjustments.
	To route the effort certification to a payroll administrator after a costed effort certification change, add this step to the business process after the *Complete* step. The payroll administrator can then make the corresponding payroll accounting adjustment.
	Note: To enable effort certification to display accurate retro accounting for payroll accounting adjustments that involve retro periods, select the **Enable Retro Period on Payroll Accounting Adjustments** check box on the **Maintain Payroll Retro Accounting Options** task.

Result

When you generate an effort certification, the business process routes the effort certification report to roles in the security groups for review and approval.

Related Information
Concepts
Concept: Security Groups
Concept: Order of Execution
Tasks
Edit Business Processes
Create Effort Certification on page 186
Edit Business Process Security Policies
Steps: Set Up Effort Certification on page 176

Create Effort Certification

Prerequisites

- Set up effort certification.
- Security: *Process: Effort Certification* domain in the Core Payroll functional area.

Context

Effort certification enables you to validate payroll effort expenditures with funding organizations and confirm that you're billing them correctly. This certification helps to ensure that organizations reimburse you for only the payroll expenses that fall within the scope of a funding agreement after you meet effort commitments.

You can't certify an effort while you're adjusting payroll accounting. Complete the payroll accounting adjustment before running effort certification.

Steps

1. Access the **Run Effort Certification** task.

2. As you complete the task, consider:

Option	Description
Company	To use the *Create Payroll Accounting Adjustments for Effort Certification* step in the *Effort Certification* business process to automatically initiate payroll accounting adjustment from effort certification changes, select the: • Same company structure you use in payroll accounting. • Company and not company hierarchy in a multicompany organization. When you create payroll accounting adjustments outside of the *Effort Certification* business process, you can select the company hierarchy to route reviews and approvals for the *Effort Certification* business process to roles on the company hierarchy.
Use Effort Certification Type's Population	When you select this option, Workday certifies the effort of all eligible employees in the effort certification type.

3. Click **Refresh** until the process completes.
4. When there are efforts certified, you can find the certifications in the **Employees Eligible** grid, under the **Effort Certification Background Process** tab. To view the composite report of a certification, click the **Effort Certification** link for the worker.As you view the report, consider:

Tab Name	Details
Details	In the **Details** tab, you can find effort distribution grouped by combinations of: • Payroll periods that posted payroll accounting, retro pay, and payroll accounting adjustments earned in the effort period, when you enable retro costing on the **Maintain Payroll Retro Accounting Options** task. • Worktags on the payroll costing allocation. **Effort Period** displays the period for which you're certifying the worker's effort. It may include 1 or more payroll periods. When the award line has a salary cap and the worker's payroll costing allocation is configured with suballocations for over-the-cap salary: • The **Effort Grant** column displays the grant associated with the effort. This is the grant on the worker's main payroll costing allocation, which is also the grant attributed to the under-the-cap portion of the worker's salary. • If the salary over the cap suballocation contains a grant worktag that's different from the main allocation grant worktag, effort lines

Tab Name	Details
	for the over-the-cap salary portion will display the:
	• Effort grant, or the main allocation grant, as the *Salary Over The Cap Basis* **payroll worktag**. This is also the grant for the salary under the cap.
	• Salary over the cap suballocation grant as the *Grant* **costing worktag**.
Summary	In the **Summary** tab, you can view efforts grouped by worktags you select in the **Group By** field of the effort certification type, summarized by the effort grant. An effort grant is the grant associated with the worker's effort. When there's a salary cap associated with the award line, and the salary exceeds the salary cap, Workday displays separate rows for the under and over the cap portions of the salary.
	When you configure the effort certification type to subtotal by grant hierarchy, Workday first subtotals by the effort grant, then by the effort grant hierarchy.
Aggregate	You can add an **Aggregate** tab to the effort certification composite report to display amounts and percentages for each pay period, by:
	a. Accessing the **Configure Profile Group** task.
	b. Selecting the *Aggregate for Effort Certification Composite View Profile* profile group.
	c. Adding a row, and selecting 1 of the allowed reports or a custom report that you want run when you click the tab.

Result

Workday routes the effort certification for approval and creates effort certification reports for posted journals.

Next Steps

Review and approve the effort certification.

Related Information
Tasks
Steps: Set Up Effort Certification on page 176
Configure the Effort Certification Business Process on page 184
Steps: Set Up Payroll Costing Suballocation and Effort Certification for Salary Over the Cap on page 178
Reference
Reference: Effort Certification Reporting on page 194
Examples
Example: Certify Effort for Payroll on page 197

Create Pro Forma Effort Certification

Prerequisites

- Set up the effort certification type.
- Generate payroll accounting actuals or obligations for the worker in the effort period.
- Security: *Process: Pro Forma Effort Certification* domain in the Core Payroll functional area.

Context

You can create a pro forma effort certification report based on payroll accounting actuals or obligations to:

- Estimate the salaries and wages that payroll accounting attributes to sponsored projects before you run effort certification.
- Identify any requirements for accounting adjustments.

Steps

1. Access the **Pro Forma Effort Certification** task.
2. As you complete this task, consider:

Option	Description
Costed Organizations	Select the organizations that you charge for the effort. When you select organizations from different organization types, Workday considers the organizations that satisfy all your selections.
Worker Organization Assignments	Select the organization assignments for the worker's primary position. When you select **Costed Organizations** and **Worker Organization Assignments** values, Workday generates the pro forma report for both: • Efforts you charge to the costed organizations. • Workers whose primary positions are in these organizations.
Use Effort Certification Type's Population	When you select this option, Workday applies your selection in preceding sections to determine the eligible employees for the effort certification. When you select this option but don't select an organization, Workday creates the pro forma report for all eligible employees in the effort certification type.
Specify Employees	When you specify an employee, Workday ignores the organization criteria.
Effort Certification End Date	You can specify a maximum range of 1 year.
Include Payroll Obligations	Select this check box when you want to generate a pro forma effort certification that includes obligated payroll accounts.

Next Steps

- Adjust payroll based on the pro forma reports.
- Initiate the effort certification process.

Related Information
Tasks
Examples

Recertify Effort Certification

Prerequisites

- Create and approve effort certification.
- Security: *Process: Effort Certification* domain in the Core Payroll functional area.

Context

When payroll changes occur after you certify the efforts of an employee or group of employees, you can recertify the same employee efforts for the new payroll. Workday compares the approved effort certification with the pro forma effort certification in recertify to find discrepancies that might require a recertification. Examples of payroll change events that might need recertification include:

- Payroll accounting adjustments not initiated from the effort certification business process.
- Retro pay.

Note: Pay component groups are not date delimited. When you change the pay component group used in an effort certification type before recertifying the same efforts, the new pay component group will be used to recertify the efforts of the original pay component group. Example: When you add more earning codes (pay components) to the pay component group and run recertify, Workday includes the payroll journal lines for the additional pay components when recalculating the effort certification to be compared with the original effort certification. Workday applies the changed pay component group to both new effort certifications and effort recertifications.

To detect effort changes accurately, use the same security access as the person who initially created the effort certification.

To detect and persist payroll worktag changes such as employee name and position, secure access to the *Worker Data: Position and Employee Worktag* domain in the Common Financial Management and Core Payroll functional areas.

You can't:

- Rescind a recertify process once you submit it.
- Recertify an effort certification when a payroll accounting adjustment is in progress. Complete the payroll accounting adjustment before recertifying the effort certifications with the same parameters.

Steps

1. Access the **Recertify Effort Certifications** task.
2. As you complete the section, consider:

Option	Description
Company	Select a company or company hierarchy that matches the company structure you use in:

Option	Description
	• The original effort certification.
	• Payroll accounting.
Effort Certification Type	Select the type that matches the original effort certification. You can find this information on the effort certification status report.
Effort Certification Date From	Specify a beginning date for the original effort.
Effort Certification Date To	Specify an end date for the original effort.

3. View obsolete effort certifications.

   If you don't see the **View Obsolete Effort Certifications** button, there's no need to recertify your efforts.

4. When you view obsolete effort certifications, the **Recertify Effort Certifications - Work Area** contains information on:

Option	Description
Effort Certification	The original effort certification report. You can view details of the original effort certification from the related actions menu.
Recertify Reason Code	The discrepancies that Workday finds between the original effort certification and the pro forma effort certification in recertify. Possible recertify reasons are: • *Award*: The lists of awards associated with effort certification lines are different between the certified effort and the current effort. • *Certified Amount*: The sums of amounts associated with effort certification lines are different between the certified effort and the current effort. • *Certified Percent*: The percentages associated with effort certification lines that share the same worktags, amount, and periods are different between the certified effort and the current effort. • *Cost Share Fund*: The sums of amounts associated with effort certification lines that share the same group of cost share fund worktags are different between the certified effort and the current effort. • *Grant*: The lists of grants associated with effort certification lines are different between the certified effort and the current effort. • *Number of Lines*: The numbers of effort certification lines are different between the certified effort and the current effort. • Payroll Worktags: The lists of payroll worktags associated with effort certification lines are different between the certified effort and the current effort.

Option	Description
	• *Sponsor Fund*: The sums of amounts associated with effort certification lines that share the same group of sponsored fund worktags are different between the certified effort and the current effort. Examine the details of both effort certification reports to determine whether you need to recertify an effort.
Pro Forma Effort Certification	A preview of the new effort certification report based on the latest payroll actuals. To see details of the pro forma report in recertify, click the new tab link beside the report. The **Matches Certified Effort** column in the **Details** tab helps you identify which effort lines don't match the certified lines. Consider recertifying only the effort lines marked as questionable in this column.

Result

Workday:

- Cancels the obsolete effort certifications.
- Creates new effort certifications to replace the obsolete ones.
- Initiates the *Effort Certification* business process to route the new effort certifications for review and approval.
- Establishes a link between the original and new effort certifications.

When you access the **Effort Certification Status Report**, you can see both the canceled and new effort certifications.

Next Steps

Review and approve the new effort certifications.

Related Information
Concepts
Concept: Effort Certification for Payroll on page 192
Tasks
Steps: Set Up Effort Certification on page 176
Steps: Manage Effort Certification on page 180

Concept: Effort Certification for Payroll

U.S. government sponsors require effort certification to validate reimbursement for payroll expenditures that fall within the scope of their funding agreement.

You can create effort certification for a specific worker or a population of workers for a given period. Workers, or authorized individuals, must approve the costing or change the percentages of their time distribution to represent actual time worked. After you certify an effort, you can use the effort certification report to justify a worker's payroll allocations.

To run effort certification, you must have posted payroll journal lines.

Business Process

When you initiate an effort certification run, Workday routes the effort certification through the *Effort Certification* business process for review and approval. If you want a manager in the worker's organization assignment to review the effort certification, specify this routing option in the effort certification type you use. Workday recommends that you configure this business process according to your effort certification requirements.

Effort Certification for Payroll Accounting Adjustments with Retro Periods

Selecting the **Enable Retro Period on Payroll Accounting Adjustments** check box in the **Maintain Payroll Retro Accounting Options** task before creating payroll adjustments enables effort certification to display accurate retro accounting for payroll accounting adjustments that involve retro periods.

When you make a change to an effort from the effort certification review process, and the change initiates a payroll accounting adjustment on a retro period pay, Workday:

- Considers the retro period on the effort certification lines and accurately displays only the retro period pay that you adjusted through the effort change on the payroll accounting adjustment.
- Associates the retro payroll adjustment periods with the effort periods in the payroll accounting lines and effort certification report.

Payroll Accounting Adjustment from Costed Effort Certification Changes

When workers or reviewers change effort allocations that affect costing, a payroll administrator must perform an accounting adjustment. You can configure Workday to initiate this process automatically at the end of the *Effort Certification* business process when you:

- Use full worktags in the effort certification type.
- Configure the worktag usage for effort certification to include all worktag types used in your payroll.
- Define the effort certification changes that affect costing.
- Add a step to the *Effort Certification* business process to create payroll accounting adjustment after effort certification completes.

Pro Forma Effort Certification Report

A pro forma effort certification report offers you a preview of your effort certification results based on payroll accounting actuals or obligations. You can use it to plan for payroll costing or accounting adjustments before running the effort certification.

Recertify Obsolete Effort Certifications

Some payroll accounting changes can cause effort certifications to be obsolete. Workday enables you to recertify effort certifications that might be obsolete as a result of changes in:

- Award
- Certified amount
- Certified percentage
- Cost share fund
- Grant
- Number of lines
- Payroll worktags
- Sponsored fund

When you recertify an effort, Workday cancels the original effort certification report and replaces it with a new one.

Related Information
Tasks
Configure the Effort Certification Business Process on page 184
Create Pro Forma Effort Certification on page 189
Recertify Effort Certification on page 190

Concept: Effort Certification Work Area

The **Effort Certification Work Area** report enables you to find, review, and approve effort certifications outside of My Tasks.

There are 2 tabs in the effort certification work area. You can hide, display, or reorder the tabs by accessing the **Configure Profile** task for the *Effort Certification Work Area* profile.

Overview

The **Overview** tab contains a visualization of all the effort certifications you can access, enabling you to view the statuses of all the effort certifications from 1 location.

The **Workflow Step** column displays the statuses of effort certifications in the business process. A *(Blank)* workflow step indicates that the business process step isn't assigned to a worker.

When you click the count number, you can view who still needs to approve the business process for the effort certification.

My Work Queue

The **My Work Queue** tab enables you to view and take actions on all pending effort certifications. You can submit actions individually or as a mass action.

The mass submit action enables you to certify on behalf of others. Due to the federal regulatory requirements on expended time certification, Workday recommends that you exercise caution when granting access to this functionality.

When the mass submission includes an action that you've already taken, Workday doesn't advance the business process for that effort certification again.

When you certify an effort using the work area, Workday certifies the attestation statement on the business process for you.

After you submit an action on an effort certification, Workday removes the business process from your work queue and from My Tasks.

Related Information
Tasks
Steps: Manage Effort Certification on page 180
Create Effort Certification on page 186
Configure the Effort Certification Business Process on page 184

Reference: Effort Certification Reporting

Standard Reports

You can use these reports to view effort certifications:

Report	Description	Security
Effort Certification Status Report	This report enables you to view effort certifications based on:	These domains in the Core Payroll functional area:

Report	Description	Security
	- The costed or supervisory organizations for the efforts. - The organization assignments of the workers' primary positions. - The worker who made the effort. This report contains a data source filter that secures your data. If you create a custom report from this report, Workday recommends that you keep the data source filter to preserve your data security. The **Is Recertified** and **Created by Recertify** fields indicate effort certifications that Workday canceled or created as a result of a recertification. You can click the effort certification instance to view details of the certified effort in amounts and percentages. To add an **Aggregate** tab on the effort certification instance to display amounts and percentages by pay period: 1. Access the **Configure Profile Group** task. 2. Select 1 of these profile groups: - Aggregate for Effort Certification Composite View Profile - Aggregate for Pro Forma Effort Certification Composite View Profile - Aggregate for Pro Forma Effort Certification Composite View Profile - Recertify 3. Select the **Display in Profile** check box. 4. Add a row on the grid, and select the allowed report, for example *Effort Certification for Composite View with Effort Grant*, or your own custom report.	*Reports: Manager (Effort Certification)* *Worker Data: Effort Certification* - View: Effort Certification

Report	Description	Security
Effort Certification Changes by Reason Code	This report enables you to find all the effort certifications that changed for a specific reason.	*Reports: Effort Certification* domain in the Core Payroll functional area.
Mass Changed Effort Certification Accounting Impact Report	This report enables you to view the payroll accounting adjustments that resulted from effort certification changes.	*Reports: Effort Certification* domain in the Core Payroll functional area.
Changed Effort Certification Accounting Impact Report for Worker	This report enables you to view the worktag changes in certified effort certifications that might require payroll accounting adjustments. You can cancel or append to the effort certifications, or use the information to create a payroll accounting adjustment manually.	*Reports: Effort Certification* domain in the Core Payroll functional area.
Effort Certification Business Process Overview	This report enables you to view the workflow step in the business process of the effort certifications that you can access.	These domains in the Core Payroll function area: • *Reports: Manager (Effort Certification)* • *Manage: Effort Certification Work Area* • *Process: Effort Certification Work Queue*

Report Data Source

You can use these report data sources to create custom reports on effort certifications:

Report Data Source (RDS)	Description	Security
Effort Certification Lines	Use this RDS to create a custom report to embed in the **Aggregate** tab of the *Effort Certification* composite view. Requires *Effort Certifications* as its only prompt.	These domains in the Core Payroll function area: • *Reports: Manager (Effort Certification)* • *Worker Data: Effort Certification* • *View: Effort Certification*
Effort Certification Lines by Organizations	Use this RDS to create a custom report for status of the existing effort certifications. Uses *Organizations* as an optional prompt.	These domains in the Core Payroll function area: • *Reports: Manager (Effort Certification)* • *Worker Data: Effort Certification*
Pro Forma Effort Certification Lines	Use this RDS to create a custom report to embed in the **Aggregate** tab of the:	These domains in the Core Payroll function area: • *Reports: Manager (Effort Certification)*

Report Data Source (RDS)	Description	Security
	• *Pro Forma Effort Certification* composite view. • *Pro Forma Effort Certification - Recertify* composite view. Requires *Pro Forma Effort Certifications* as its only prompt. Workday recommends that you only use this data source for the pro forma effort certification reports and not in standalone reports, as pro forma data isn't permanent.	• *Process: Pro Forma Effort Certification*

Example: Certify Effort for Payroll

This example illustrates how to certify that employee efforts match their payroll for a specific pay group.

Context

You're the Effort Certification Manager at the Alma Mater University (USA). You want to initiate effort certification for employees. Both Dr. Audrey Hodges and Dr. Fred Hong are employees in the Faculty pay group.

In the setup for this effort certification, you want to:

• Limit effort certification eligibility to employees in the Faculty pay group.
• Group the effort certifications by the fund and cost center worktags, and subtotal them by the program worktags.
• Preview effort certification results to plan for payroll costing changes.

Prerequisites

• Complete pay calculations for a pay period between 01/01/2007 to 06/30/2007 for these employees:

  • Dr. Audrey Hodges
  • Dr. Fred Hong
• Security: These domains in the Core Payroll functional area:

  • *Process: Effort Certification*
  • *Process: Pro Forma Effort Certification*
  • *Set Up: Effort Certification*
• Configure the *Effort Certification* business process and security policy in the Core Payroll functional area.

Steps

1. Access the **Create Effort Certification Eligibility Rule** task.

   Create an effort certification eligibility rule that includes only employees in the *Faculty* pay group.

   a) Enter *Faculty Pay Group* in the **Description** field.

   b) Add a row in the **Rule Conditions** grid with these values:

And/Or	Source External Field or Condition Rule	Relational Operator	Comparison Type	Comparison Value
And	*Pay Group*	*in the selection list*	*Value specified in this filter*	*Faculty*

   c) Click **OK**.

2. Access the **Create Effort Certification Type** task.

   Create an effort certification type that uses the *Faculty Pay Group* eligibility rule.

   a) Enter these values:

Name	*Faculty Research*
Description	*Faculty Research*
Use Full Worktags	Select.
Group By	*Fund* *Cost Center*
Subtotal By	*Program*
Effort Certifying Text	*Effort Certification Text*
Changed Effort Survey	*Effort Change Questionnaire*
Employee Eligibility Rule	*Faculty Pay Group*

   b) Click **OK** and **Done**.

3. Access the **Pro Forma Effort Certification** task.

   Preview effort certification results to verify setup and prepare for payroll costing changes.

   a) Enter these values:

Effort Certification Type	*Faculty Research*
Specify Employees	*Dr. Audrey Hodges* *Dr. Fred Hong*
Effort Certification Start Date	*01/01/2007*
Effort Certification End Date	*06/30/2007*

   b) Click **OK**.

   c) Click **Refresh** until you see pro forma effort certifications for the employees.

   d) Click **View Pro Forma Effort Certifications** to view the pro forma effort certifications.

   e) Click **OK** and **Done**.

4. Access the **Run Effort Certification** task.

Start the effort certification process and route it to the employees and cost center managers for certification and approval.

a) Enter these values:

Company	*Alma Mater University (USA)*
Effort Certification Type	*Faculty Research*
Specify Employees	*Dr. Audrey Hodges* *Dr. Fred Hong*
Effort Certification Start Date	*01/01/2007*
Effort Certification End Date	*06/30/2007*

b) Click **OK**.

c) Click **Refresh** until Workday displays 2 rows in the **Employees Eligible** grid, 1 for each of the employees.

Result

You initiated the *Effort Certification for Alma Mater University (USA)* business process for Dr. Audrey Hodges and Dr. Fred Hong. Workday routes the effort certification for review, certification, and approval according to the configuration of the *Effort Certification* business process.

Related Information
Concepts
Setup Considerations: Effort Certification on page 170
Tasks
Steps: Set Up Effort Certification on page 176
Create Employee Eligibility Rules on page 181
Create Effort Certification Types on page 182
Create Pro Forma Effort Certification on page 189
Create Effort Certification on page 186

Troubleshooting: Unable to Create Payroll Accounting Adjustments from Effort Change

When a reviewer or certifier makes a cost-related change to the effort certification, Workday either:

- Doesn't initiate payroll accounting adjustments.
- Doesn't populate payroll accounting adjustments with the proposed amounts.

Cause	Solution
Workday couldn't persist payroll worktags in the effort certification lines because you didn't configure the effort certification type to use full worktags.	**1.** Access the **Mass Cancel Effort Certification** task. Cancel all effort certifications that belong to the effort certification type. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area.

Cause	Solution
	2. Access the **Edit Effort Certification Type** task. Select the **Use Full Worktags** check box. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area. **3.** Access the **Run Effort Certification** task. Rerun effort certifications with the same parameters as before. Security: *Process: Effort Certification* domain in the Core Payroll functional area.
Workday can't match worktags in the effort certification to worktags in payroll costing allocation because the worktag usages are different.	**1.** Access the **Mass Cancel Effort Certification** task. Cancel all the effort certifications that you want to initiate payroll accounting adjustments from. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area. **2.** Access the **Maintain Worktag Usage** task. Edit the worktag usage for *Effort Certification Dimension* to include all the worktag types in *Payroll Costing Allocation*. Security: *Set Up: Enable Worktags* domain in the Common Financial Management and Worktags functional areas. **3.** Access the **Run Effort Certification** task. Rerun the effort certification with the same parameters as before. Security: *Process: Effort Certification* domain in the Core Payroll functional area.
Workday doesn't recognize the change in effort as a cost-related change.	**1.** Access the **Mass Cancel Effort Certification** task. Cancel all the effort certifications that you want to initiate payroll accounting adjustments from. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area. **2.** Access the **Maintain Change Reason Codes for Effort Certification and Payroll Accounting Adjustment** task. Select the **Costed** check box for the change reasons that you want to trigger payroll accounting adjustments. Security: *Set Up: Effort Certification* domain in Core Payroll functional area.

Cause	Solution
	3. Access the **Run Effort Certification** task. Rerun the effort certification with the same parameters as before. Security: *Process: Effort Certification* domain in the Core Payroll functional area.
You don't have permission to view the employee and position worktags on payroll accounting as the effort certification administrator.	**1.** Access the **Mass Cancel Effort Certification** task. Cancel all the effort certifications that you want to initiate payroll accounting adjustments from. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area. **2.** From the related actions menu of the *Worker Data: Position and Employee Worktag* domain, select **Domain** > **Edit Security Policy Permissions** Add a row and select: • A security group that you belong to as the effort certification administrator. • The **View** check box. Security: *Worker Data: Position and Employee Worktag* domain in the Common Financial Management and Core Payroll functional areas. **3.** Access the **Run Effort Certification** task. Rerun the effort certification with the same parameters as before. Security: *Process: Effort Certification* domain in the Core Payroll functional area.
The *Effort Certification* business process doesn't initiate payroll accounting adjustments.	**1.** Access the **Mass Cancel Effort Certification** task. Cancel all the effort certifications that you want to initiate payroll accounting adjustments from. Security: *Set Up: Effort Certification* domain in the Core Payroll functional area. **2.** From the related actions menu of the *Effort Certification* business process, select **Business Process** > **Edit Definition**. Add a last step after the completion step, and select: • *Action* for **Type**. • *Create Payroll Accounting Adjustments for Effort Certification* for **Specify**. • *Payroll Administrator* for **Group**. Security: *Business Process Administration* domain in the System functional area.

Cause	Solution
	3. Access the **Run Effort Certification** task. Rerun the effort certification with the same parameters as before. Security: *Process: Effort Certification* domain in the Core Payroll functional area.

Related Information
Concepts
Tasks

Endowment Accounting

Steps: Set Up Endowment Accounting

Context

Set up Workday to process your endowment gifts, capture investment activities, and record income distributions.

Steps

1. Access the **Create Account Posting Rule Set** task.

   Create an account set to post investment pool operational transactions. Configure these account posting rules for that set:

   - **Investment in Pool**: Posts journal entries for investment pool transactions to ledger accounts. Examples include purchases, sales, and transfers of pool units.
   - **Investment Pool Activity**: Posts journal entries for investment pool activities to ledger accounts. Examples include investment pool realized or unrealized gains and losses.

   Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area.

2. (Optional) Configure book codes for investment pool transaction accounting.

   See Steps: Create Book Codes for Investment Pool Transactions on page 203.

3. (Optional) Set up net asset accounting for investment pool unit sales and transfers.

   See Steps: Set Up Net Asset Accounting on page 204.

4. Create Investment Pools on page 205.

5. Access the **Maintain Investment Classifications** task.

   Define investment classifications that you can specify for classification types in your investment profile, such as, *Asset Class*, *Fair Value Measurement*, and *Market Cap Type*.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

6. Access the **Maintain Investment Statement Line Types** task.

   Define investment statement line types, such as *Unrealized Losses*, *Interest*, and *Dividends*, with associated revenue and spend categories for your investment profile.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

7. Access the **Create Investment Profile** task.

   Create an investment profile for each set of investments in your pool with similar managers or investment classifications.

   The investment profile identifies the investment statement line types that default onto the periodic investment statements. Workday uses the investment line types to derive revenue and spend categories for investment activity that you record from your investment bank statements.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

8. Access the **Maintain Gift Types** task.

   Define values for gift types to associate to each new gift for reporting and accounting purposes. Examples include *True*, *Term*, and *Quasi*.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

9. Access the **Maintain Gift Purposes** task.

   Define values for gift purposes, such as *Scholarship*, *Professorship*, *Building*, to associate to each new gift.

   Select the **Named Professorship** check box to enable the gift to be referenced as a named professorship in Workday academic staffing.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

10. (Optional) Access the **Maintain Approval Levels** task.

    Define approvers required for gift events, such as sales, transfers, purchases, and adjustments. You can assign a different approver to each gift that you create. Workday includes these approvers when routing the relevant business process event for approvals.

    Configure these business processes with the *Approval Level* report field and approvers:

    • *Gift Event*
    • *Donor Contribution Event*
    • *Investment Pool Adjustment Event*
    • *Investment Pool Purchase Event*
    • *Investment Pool Sale Event*
    • *Investment Pool Transfer Event*

    Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

Related Information
Tasks
Set Up Account Posting Rules
Configure Worktags for Transactions

Steps: Create Book Codes for Investment Pool Transactions

Context

You can create accounting using book codes for investment pool activities. Workday automatically posts the accounting transactions to the accounting journals associated with the specific book codes. The common book retains posts for any accounting transactions with a blank book code.

Steps

1. Steps: Create Book Codes and Books.

   Create book codes and configure the books to record your endowment accounting entries.

2. Access the **Edit Tenant Setup – Financials** task.

   In the **Endowments Accounting Book Code Options** section, you can enable book codes for these types of investment pool transactions:

   - Purchase
   - Transfer
   - Sale
   - Payout
   - Investment statement

Result

You can view accounting entries for investment pool transactions by their corresponding book code in financial reports. Select **Accounting** > **View Accounting** from the related actions menu of a transaction for details.

Related Information
Tasks
Purchase Investment Pool Units on page 213
Transfer Gift Units on page 214
Sell Investment Pool Units on page 215

Steps: Set Up Net Asset Accounting

Context

You can set up net asset accounting to record gains and losses resulting from investment pool unit sales. Workday calculates gains and losses from a difference between the book value and fair market value of gift units. You can also generate revenue accounting for investment pool unit sales and transfers.

If you don't enable net asset accounting, Workday generates accounting based on the book value of gift unit sales and transfers. You would need to create separate manual journal entries to account for the gains and losses.

Steps

1. Access the **Edit Tenant Setup – Financials** task.

   Select the **Enable Net Asset Accounting for Investment Pool Transfer and Sale** check box.

   You can also select book codes to use for posting the gains, losses, and revenue from investment pool sales, as well as the revenue for transfers. Workday posts these accounting entries to the accounting journals with the specified book codes.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

2. Access the **Create Account Posting Rule Set** task.

   Select the account set that you're using to post investment pool operational transactions. Configure these account posting rules for that set:

   - **Investment Pool Gain/Loss**: Posts gain or loss journal entries from investment pool sales to ledger accounts.
   - **Revenue**: Posts revenue entries from investment pool sales and transfers to revenue ledger accounts.

   Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area.

3. Access the **Maintain Worktag Usage** report.

   Configure worktag types for these transactions:

   - **Investment Pool Adjustment**
   - **Investment Pool Sale**

   Workday uses the worktags to post net asset accounting entries using the account posting rules.

   Security: *Set Up: Enable Worktags* domain in these functional areas:

   - Common Financial Management
   - Worktags

Related Information
Tasks
Set Up Account Posting Rules
Configure Worktags for Transactions

Create Investment Pools

Prerequisites

Security: *Set Up: Endowments* domain in Endowment Accounting functional area.

Context

Investment pools track the pool shares for the gift and capture investment activity. The pool also specifies how often you set a payout rate and distribute the payout.

Steps

1. Access the **Create Investment Pool** task.
2. As you complete the **Investment Pool Information** section, consider:

Option	Description
Company	The primary company for the investment pool. Workday uses this company for recording investment statement activity.
Optional Balancing Worktags	When you enable optional worktag balancing on the **Maintain Worktag Balancing Configuration** task, Workday fully balances journal lines by optional balancing worktags. Journal lines automatically: • Inherit optional balancing worktags based on the worktag types selected.

Option	Description
	• Generate due to and due from entries to balance transactions. Workday balances the accounting entries for the investment statement activities using the optional balancing worktags from the investment pool.
Gift Companies	For multicompany investment pools, select additional companies for which you can create gifts. These companies share the same account set and currency as the investment pool company. The primary company and related gift companies all own shares in a common endowment pool.

3. As you complete the **Income Distribution Configuration** section, consider:

Option	Description
Payout Rate Frequency	Select the frequency that you can specify a payout rate. Workday prorates the payout rate across the periods defined in your payout frequency.
Payout Frequency	The **Payout Frequency** must be equal to, or more frequent than, the **Payout Rate Frequency**. Example: You can set your payout rate annually, and set your payout rate frequency to quarterly or monthly (period).
Minimum Holding Period	Specify the number of periods preceding the payout period that you must purchase gift units to be eligible for payout. Workday calculates a hold period end date to determine: • The date to calculate the reinvestment price. • Whether to include shares in the pool payout and catch-up distribution. • If a valuation exists up to that date to run a payout. Workday derives the hold period end date by calculating: **Pool Payout Date** – **Minimum Holding Requirement**.

4. As you complete the **Net Asset Accounting Configuration** section, consider:

This section only displays if you enable net asset accounting for your tenant.

Option	Description
Revenue Category	The revenue category worktag drives the accounting behavior for recording the revenue from investment pool transfers and sales: • **Investment Pool Transfer**: When you transfer gift units, Workday uses the revenue account posting rule to post the transaction amount to the revenue ledger account for both gifts.

Option	Description
	• **Investment Pool Sale**: When you sell gift units, Workday uses the revenue account posting rule to post the transaction amount and the gain or loss entries to the revenue ledger account. Workday calculates a gain or loss from the difference between the fair market value and book value of the gift at the time of sale.

Next Steps

Create an investment profile for each set of related investments in your endowment pool.

Related Information
Tasks
Steps: Set Up Endowment Accounting on page 202

Steps: Use Endowment Accounting

Context
Create donors and donor contributions, set up gifts, and record investment pool activity to process investment pool valuations and payout distributions. Workday enables you to manage your gifts, endowment income distributions, and reinvestments in the investment pool.

Steps

1. Access the **Create Donor** task.

   Create a donor to identify and maintain information about each individual or campaign that contributes a gift.

   Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

2. Create gifts.

   • Create Gifts on page 209.
   • (Optional) Create Basic Gifts on page 212.
   • Access the **Create Gift Hierarchy** task.

     Use gift hierarchies to group related gifts together for viewing in financial statements and other reports. You can add basic gifts by gift purpose or gift type, or full-featured gifts to a hierarchy.

     You can assign gift hierarchies to specific roles and positions. Only workers with roles assigned to a gift or gift hierarchy can view the gift information.

     Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.

3. Access the **Create Donor Contribution** task.

   Create a contribution to record donor cash transactions that fund the gifts.

   You can track the purpose of the donor contribution using the **Designation** field.

   Configure the *Donor Contribution Event* business process and corresponding security policy in the Financials: Cash and Settlements: Cash Management functional area.

4. Manage gift transactions.

- Purchase Investment Pool Units on page 213.
- (Optional) Transfer Gift Units on page 214.
- Sell Investment Pool Units on page 215.
- (Optional) Access the **Adjust Gift Units** task.

  If you want to change the total number of units on a gift, you can adjust the units up or down using the **Adjust Gift Units** task. This changes the fair market value for the gift without affecting its net book value.

  Workday updates the book value when you decide to transfer, purchase, or reinvest units in the investment pool.

  Configure the *Investment Pool Adjustment Event* business process and corresponding security policy in the Financials: Cash and Settlements: Cash Management functional area.

5. Manage a pool valuation.

- Access the **Record Investment Statement** task.

  Record investment pool activity provided on investment statements. Workday uses this activity to determine the fair market value for the investment pool.

  Note: The entered ending balance must equal the calculated ending balance. Workday treats positive values entered for line types (associated with spend categories) that reduce fair market value (such as fees) as negative values in the calculations.

  Configure the *Investment Statement Event* business process and corresponding security policy in the Financials: Cash and Settlements: Cash Management functional area.

- Access the **Record Investment Pool Valuation** task.

  Record an investment pool valuation for investment statements entered for a given period. The task resets the pool share price based on the current fair market value of the investment pool. You can continue purchasing shares in the pool when the valuation is complete.

  Security: *Process: Endowments* domain in the Endowment Accounting functional area.

6. Manage pool payout.

- Set Investment Pool Payout Rates on page 216.
- Run Investment Pool Payout Distributions on page 217.
- (Optional) Access the **Run Catch-up Payout** task.

  You can run a catch-up payout distribution for a gift after running a payout distribution for the period. The payout reallocates income to beneficiaries, or purchases new units for gifts requiring reinvestment.

  Security: *Process: Endowments* domain in the Endowment Accounting functional area.

Next Steps

Use Workday standard reports to view your investment pool activity.

Related Information
Tasks
Convert Basic Worktags to Full Definitions
Create Named Professorships on page 226
Steps: Change Investment Pools for Gifts on page 218

Create Gifts

Prerequisites

Configure the *Gift Event* business process and security policy in the Endowment Accounting functional area.

Context

Gifts in Workday store the individual gift, book value, and shares. They contain the restrictions and income distribution rules for the gift. You can also use gifts as worktags to associate with spending activities.

Steps

1. Access the **Create Gift** task.
2. As you complete the gift header information, consider:

Option	Description
Gift Classification	Classify your gift using one of these classification types: • **Non-Pooled Investment**: Gifts that aren't included in investment pools. • **Pooled**: Gifts included in investment pools. • **Spendable**: Gifts that you can spend according to the donor restrictions. • **Undetermined**: The donor hasn't determined whether to include the gift as part of an endowment or to allow spend on the gift. These classifications enable you to track and report on the gifts by type.
Gift ID	(Optional) You can either enter a unique ID, or leave the field blank to have Workday auto generate one. This value becomes the reference ID for integrations; only a system administrator can change it.
Approval Level	(Optional) Specify a required approver for all transactions on this gift. Workday includes this additional approver when routing the relevant business process for approvals. **Note:** You must first configure the transaction business processes with the *Approval Level* report field and approvers as a step condition.
Gift Company	Assign the gift to the default company for the investment pool, or select a related company if it's a multicompany investment pool. Gift companies share the same account set and currency as the investment pool company and own shares in a common endowment pool.

Option	Description
	Workday identifies and accounts for all gift transactions in the investment pool by the assigned gift company, including: • Gift purchases. • Gift sales and payout distributions. • Gift reinvestments. • Gift transfers.
Responsible Organization	(Optional) You can associate an organization worktag to a gift for business process routing and organizational reporting. Assigning an organization worktag enables you to view, approve, and report on gifts that you own based on the organization that you belong to.

3. As you complete the **Related Worktags** tab, consider:

Option	Description
Worktag Type	Set up related worktags for this object using the related worktag types that you configure on the **Maintain Related Worktag Usage** task. Workday automatically populates transactions with the values in the **Default Worktag** column when you select the object on the transaction.
Required on Transaction	Select to require a value for the worktag type in transactions where it's an allowed worktag type for gifts.

4. (Optional) As you complete the **Income Distribution Rules** tab, consider:

Option	Description
Mandatory	You can only use this field for tracking purposes in custom reports. Indicates that reinvestment of the gift funds is required.
Pay Flat Amount & Reinvest Balance	Select to automatically reinvest the remaining balance of gift funds after a flat income distribution. Example: For a payout of $10,000, you want to reinvest $8000. In the **Income Distribution Flat Amounts** section, you would specify $2000 as the amount to distribute to beneficiaries. Workday reinvests the remaining $8000 in investment pool units.
Reinvestment Amount	You can specify a portion of your payout to reinvest in investment pool units. Workday calculates the unit price net of income distribution. If you aren't reinvesting a payout amount, you can leave this field blank.

Option	Description
Reinvestment Percent	If you don't select **Pay Flat Amount & Reinvest Balance**, you can record the percentage of your payout for reinvestment. If you aren't reinvesting a payout amount, you can leave this field blank.
Until Principal Amount	If you're reinvesting your payout, you can create a custom report with this field to see if any gift balances exceed the principal amount.
Until Reinvestment Date	If you're reinvesting your payout, you can create a custom report with this field to see if any reinvestments exceed this reinvestment date.
Income Distribution Flat Amounts	Specify the portion of income to distribute and the associated worktags that identify the beneficiaries for the distributed income. Workday determines the frequency for income distributions based on the payout rate period for the gift. Example: If the distribution flat amount is $10,000 total, the quarterly payout is $2500.

5. On the **Assigned Roles** tab, assign 1 or more roles for the gift. Only workers with roles assigned to the gift can view gift information.

Result

The **Create Gift** task initiates the *Gift Event* business process for review and approval.

You can use the gifts to record donor contributions and restrictions, and endowment gifts to account for a gift's portion of the investment pool and payout.

Next Steps

• To fund the gifts, create a contribution for recording the donor cash transactions.
• You can later change a nonpooled, spendable, or undetermined gift to a pooled gift for investing in investment pools. Select **Gift > Change** from the related action on the gift to change the classification type.
• To group gifts together for reporting purposes, you can define gift hierarchies.
• Select a gift to view its associated information consolidated in a tabular format. The tabs include:

    • Named professorships, including current and historical chairholders, and unfilled named professorships. This tab displays for gifts with **Named Professorship** selected as a gift purpose code.

        Note: To display the **Named Professorship** tab, configure the **Gift Composite View** for the **Named Professorships** profile group on the **Configure Profile Group** task.
    • Income distribution rules.
    • Transactions and their worktags.
    • Restrictions on the gift.
    • Additional data such as any custom objects configured for the gift.

Related Information
Concepts
Concept: Assign Roles

Tasks

Configure Related Worktags

Create Basic Gifts

Prerequisites

- Security: *Set Up: Endowments* domain in the Endowment Accounting functional area.
- Security: *Set Up: Basic Gift Worktag* domain in the Common Financial Management and Worktags functional areas.
- Security: *Set Up: Basic Gift Definition* domain in the Academic Faculty functional area.

Context

You can use basic gifts as worktags to associate with spending activities in payroll and financials. You can also associate a basic gift with endowed faculty positions, such as named professorships, in Workday HCM.

Steps

1. Access the **Create Basic Gift** task.
2. As you complete the gift header information, consider:

Option	Description
Gift ID	You can either enter a unique ID, or leave the field blank to have Workday auto generate one. This value becomes the reference ID for integrations; only a system administrator can change it.

3. As you complete the **Related Worktags** tab, consider:

Option	Description
Worktag Type	Set up related worktags for this object using the related worktag types that you configure on the **Maintain Related Worktag Usage** task. Workday automatically populates transactions with the values in the **Default Worktag** column when you select the object on the transaction.
Required on Transaction	Select this check box to require a value for the worktag type in transactions where it is an allowed worktag type for basic gifts.

Result

You can use the basic gift as a worktag on financial transactions for expenses or gift-funded faculty positions.

Workday Proprietary and Confidential

Next Steps

If you want to add shares to a basic gift and associate it with an investment pool, you must first convert it to a full-featured gift using the **Create Gift from Basic Gift** related action on the gift.

You can define gift hierarchies to group gifts together for reporting purposes.

Related Information
Tasks
Create Named Professorships on page 226

Purchase Investment Pool Units

Prerequisites

- Calculate and record investment pool activity from bank statements.
- Create a donor contribution.
- Configure the *Investment Pool Purchase Event* business process and security policy in the Financials: Cash Management functional area.

Context
Purchase investment pool units using donor contributions for a specified gift. Workday increases the principal, book value, and the number of units (by the value of the donor contributions) for the gift and its investment pool.

Steps

1. Access the **Purchase Investment Pool Units** task.
2. As you complete the task, consider:

Option	Description
Contribution	By default, Workday adds all available donor contributions to the gift.
Purchase Date (Line level)	Overrides the unit price based on that date. The date must be in a period for which you have run a pool valuation, or when you created the investment pool.
Unit Price (Line level)	You can override this field. Press **Enter** to view the total number of units purchased, based on the unit price.

Note: You can configure the *Investment Pool Purchase Event* business process to require additional approvals for the overridden purchase date and unit price.

Result

The **Purchase Investment Pool Units** task initiates the *Investment Pool Purchase Event* business process for review and approval.

Next Steps

Use the **Find Investment Pool Purchases** report to search for and review your investment pool purchases. From the related actions menu of an investment pool purchase, you can cancel or make changes.

You can't cancel or change a pool purchase when you've:

• Completed an investment pool valuation for the next period(s). You must first cancel the pool valuation to make any changes.
• Transferred or sold units in the investment pool.

Related Information
Tasks

Transfer Gift Units

Prerequisites

• Purchase investment pool units.
• Configure the *Investment Pool Transfer Event* business process and corresponding security policy in the Endowment Accounting functional area.

Context

You can transfer dollars and units from 1 gift to another gift in the same company and investment pool. Workday transfers the book value and share quantity to the target gift.

Steps

1. Access the **Transfer Gift Units** task.
2. As you complete the task, consider:

Option	Description
Units to Transfer **Fair Market Value to Transfer**	Specify a number of units, or a number of units by fair market value. You can also transfer the entire balance of the gift. **Note:** Workday calculates the fair market value as the number of units on the gift multiplied by the current unit price. Click **Find Unit Sources** to display the transactions after entering or updating the units to transfer.
Unit Sources	The unit source values are based on existing transactions on the source gift, such as purchases, reinvestments, or incoming transfers. If the gift units were consolidated into a single gift transaction using an average unit cost, you can override the book value of the selected units with their historically correct book value. Workday records the transferred transactions using the adjusted book value. **Note:** If you select to transfer all gift units, you can't override their book value. This would result in leftover book value for zero units. Example: Your transaction lot of 100 units has a $100.00 book value. If you transferred all 100 units at

Option	Description
	a $90.00 book value, the zero units remaining would have a $10.00 book value.
	If you're transferring adjusted gift units, you must record an investment pool valuation before transferring the units.

Result

The **Transfer Gift Units** task initiates the *Investment Pool Transfer Event* business process for review and approval.

Workday transfers the specified number of gift units and book value from the source gift to the destination gift. The total number of units in the investment pool remains unchanged.

Sell Investment Pool Units

Prerequisites

- Purchase investment pool units.
- Configure the *Investment Pool Sale Event* business process and security policy in the Endowment Accounting functional area.

Context

Sell investment pool units to liquidate either a portion or all of a gift. You can spend the liquidated proceeds according to the requirements from the donor.

Steps

1. Access the **Sell Investment Pool Units** task.
2. As you complete the task, consider:

Option	Description
Units to Sell **Fair Market Value to Sell**	Specify a number of units to sell, or a number of units by fair market value. You can also liquidate the entire balance of the gift. Workday calculates the fair market value as the number of units on the gift multiplied by the current unit price. Click **Find Unit Sources** to display the transactions after entering or updating the units to sell.
Unit Sources	The unit source values are based on existing transactions on the source gift, such as purchases, reinvestments, or incoming transfers. If the gift units were consolidated into a single gift transaction using an average unit cost, you can override the book value of the selected units with their historically correct book value. Workday records the sold transactions using the adjusted book value.

Option	Description
	Note: If you select to sell all gift units, you can't override their book value. This would result in leftover book value for zero units. Example: Your transaction lot of 100 units has a $100.00 book value. If you sold all 100 units at a $90.00 book value, the zero units remaining would have a $10.00 book value. If you're selling adjusted gift units, you must record an investment pool valuation before selling the units.
Worktags	Select the financial worktags to use for posting net asset accounting entries to revenue ledger accounts. When you sell adjusted gift units, Workday derives the worktag from the gift to generate accounting entries for the adjustment transaction sales.

Result

The **Sell Investment Pool Units** task initiates the *Investment Pool Sale Event* business process for review and approval.

Workday liquidates the gift by the specified number of units and book value so that you can distribute the income to beneficiaries.

Next Steps

To return the income distributions and reinvestments, configure the investment pool with a payout rate and run the payout distribution.

Related Information
Tasks

Set Investment Pool Payout Rates

Prerequisites

- Run a valuation for an investment pool.
- Configure the *Investment Pool Payout Rate Event* business process and security policy in the Endowment Accounting functional area.

Context

Workday allocates each endowment gift's portion of the distribution based on the payout rate and its number of shares.

Steps

1. Access the **Record Investment Pool Payout Rate** task.

   The **Payout Rate Frequency** determines the frequency that you can specify a payout rate for your distributions.

2. Enter the schedule for processing the payout distributions.

3. As you complete the task, consider:

Option	Description
Payout Rate	The distribution amount per share. Alternatively, you can enter a targeted payout amount to automatically calculate a payout rate per unit.
Administrative Fee Rate	The administrative fee per unit. Alternatively, you can enter a targeted administrative fee amount to calculate an administrative fee per unit automatically.

4. Select **View Projected Payouts** to review the periodic income distributions based on your spending policy.

Result

The **Record Investment Pool Payout Rate** task initiates the *Investment Pool Payout Rate Event* business process for review and approval.

Next Steps

Run a payout distribution using the **Run Payout Distribution** task.

Related Information
Tasks
Steps: Use Endowment Accounting on page 207

Run Investment Pool Payout Distributions

Prerequisites

- Set an investment pool payout rate.
- Run an investment pool valuation for the last posting interval for the period.
- Configure the *Investment Pool Payout Event* business process and security policy in the Financials: Cash Management functional area.

Context
You can run a payout distribution once per payout frequency interval for the pool to:

- Allocate income to beneficiaries.
- Purchase new units for gifts requiring reinvestment.

Steps

1. Access the **Run Payout Distribution** task.

2. Run the payout distribution.

3. You can change the **Transaction Date** to any date that precedes the default current date. The transaction date is the default accounting date for the payout.

4. You can override the default payout and administrative fee per unit when initiating the payout.

Result

The **Run Payout Distribution** task initiates the *Investment Pool Payout Event* business process for review and approval. Workday then distributes the income according to the income allocation distribution rules in proportion to the number of units each gift owns in the pool.

Payout comprises:

- Net payout, which is a total payout of the gift net of the administrative fees and reinvestments.
- Administrative fees assessed against gifts that include them.
- Reinvestment, which is payout redirected to purchase new units based on the gift reinvestment policy.

If the gift has an associated reinvestment percentage, Workday automatically purchases units in the pool based on reinvestment worktags specified on the gift.

Next Steps

Use the **View Investment Pool** report to verify that the payout is accurate with respect to the gift's shares in the pool and assigned company.

Related Information
Tasks
Set Investment Pool Payout Rates on page 216
Steps: Use Endowment Accounting on page 207

Steps: Change Investment Pools for Gifts

Prerequisites

- Set up and create at least 2 investment pools for your existing gifts.
- Purchase holding gift units in an investment pool.

Context

You can change the investment pool for a gift to align with new investment strategies or requirements. Example: You might want to:

- Optimize investment returns on a different portfolio of funds.
- Invest in pool units with lower management fees.
- Invest in pools that support new philanthropic or financial goals for the gift.

You can select a different investment pool directly on a noninvested gift. Once you've performed activities such as pool unit purchases or valuations, instead you:

- Sell the gift units from the original investment pool.
- Create a new gift to repurchase units of equivalent value in the new investment pool.

Steps

1. Sell Investment Pool Units on page 215.

   Sell the gift units from the original investment pool. Example: You sell the total number of gift units for a book value of $100.00 and fair market value of $110.00.
2. Create Gifts on page 209.

   Create a new gift with the same attributes and attachments that are on the original gift. You can also use the *Submit Gift* web service to add or update large numbers of gifts.

3. Access the **Create Donor Contribution** task.

    Record donor contributions for the new gift based on the book value of the number of units sold. Example: You record donor contributions for the original gift book value of $100.00.

    Configure the *Donor Contribution Event* business process and corresponding security policy in the Financials: Cash and Settlements: Cash Management functional area.

4. Purchase Investment Pool Units on page 213.

    Purchase units using the donor contributions for the new gift in the new investment pool.

5. (Optional) Access the **Adjust Gift Units** task.

    Adjust the total number of gift units up or down to match the difference between the book value and fair market value of the original gift.

    Example: The difference between the book value and fair market value of the original gift is $10.00. When you enter this amount as the **Fair Market Value to Adjust**, Workday automatically updates the unit adjustment based on the valuation of the new investment pool.

    Configure the *Investment Pool Adjustment Event* business process and corresponding security policy in the Financials: Cash and Settlements: Cash Management functional area.

Result

Workday captures the investment activities for the new gift and investment pool. The accounting details for the original gift indicate its closure in the original investment pool.

Next Steps

You can view these reports to compare the balances on the new and original gifts:

*   **Gift Balance**
*   **Gift Share Balance**

Related Information
Tasks
Steps: Set Up Endowment Accounting on page 202
Steps: Use Endowment Accounting on page 207

Academic Staffing

Academic Appointments

Steps: Manage Academic Appointments

Context

You can track academic appointments, including:

*   Relevant dates.
*   Academic unit or department affiliation.
*   Named professorships.
*   Rank.
*   Title.
*   Tenure status for paid and unpaid academic members.

Steps

1. Set up academic staffing with these tasks:

Task	Description	Notes
Maintain Academic Track Type Categories	Define categories, such as *Regular Professional Faculty* and *Administrative*.	Track types track an academic appointment.
Maintain Academic Track Type Category Groups	Organize categories into groups. You can include each category in only 1 category group.	Categories and category groups simplify reporting on academic track types.
Maintain Academic Appointment Identifier Types	Describe the identifier types and indicate which ones are primary.	
Maintain Academic Appointment Identifiers	Create the identifiers and map them to identifier types. A typical appointment will be a *Primary*, *Joint*, or *Dual* appointment.	Appointment identifier is a required field on faculty appointments.
Maintain Academic Ranks	Select the **Emeritus** check box to associate an emeritus status with a rank. **Rank Order** determines the order in which the options for the **Rank** field display in prompts.	You can use faculty rank to track promotions throughout an appointment. You can only select ranks associated with the appointment track type. If you inactivate a rank it remains in historical reporting, but you can't assign it to new appointments. Use the **Maps to IPEDS Rank** field to define your ranks for IPEDS reporting.
Maintain Academic Tenure Statuses	Select the **Tenured** check box for the **Academic Tenure Status** that reflects tenure achieved.	Tenure status simplifies reporting and qualifies academic employees for select compensation and benefits. You can only select statuses associated with the appointment track type.
Maintain Academic Periods	Specify the **Start Date**, **End Date**, and **Academic Year** for each period.	In custom reports, you can use academic period report fields to select appointment date ranges. It's best when date ranges don't overlap.
Maintain Appointment Specialties	Select an **Academic Unit or Academic Unit Hierarchy** and then manage existing specialties and subspecialties to make them visible during appointment business processes.	Create appointment specialties and subspecialties using the **Create Specialty** and **Create Subspecialty** tasks.
Maintain Appointment Title Rules	Specify a **Track Type** and select a rule for the associated **Position**.	The rules you specify in the **Maintain Appointment Title Rules** task automatically

Task	Description	Notes
		populate the **Constructed Title** field of these tasks: • **Add Academic Appointment** • **Update Academic Appointment**

Security: *Set Up: Academic Appointments and Related Data*, *Set Up: Academics*, and *Set Up: Appointment Specialties* domains in the Academic Faculty functional area.

2. Create Academic Track Types on page 221.

You can use track types to differentiate faculty based on rank and eligibility for promotion, tenure, and sabbatical programs.

3. Identify academic unit types within the college or university:

a) Access the **Maintain Academic Unit Subtypes** task.

Security: *Set Up: Academic Units* domain in the Academic Faculty functional area.

b) Give each subtype a name and select its usage. Example: Create a *College* or *University* subtype for use with an academic unit hierarchy, and *Department* or *Lab* subtypes for use with academic units. These subtypes define groupings for prompt folders and reporting.

c) Select the **Visible on Public Views** check box to indicate which subtype is assigned to the top node of the academic unit hierarchy representing your actual organizational structure. When you view academic units, the selected subtype displays in the **Included In** context for the academic unit hierarchy.

4. Create Academic Units for Academic Appointments on page 222 .

5. Create Academic Unit Hierarchies on page 224.

6. (Optional) Create Named Professorships on page 226.

7. Manage academic appointments:

- Add Academic Appointments on page 227.
- Update Academic Appointments on page 230.
- End Academic Appointment Tracks on page 231.

Related Information
Concepts
Concept: Academic Affiliates on page 238

Concept: Academic Appointments on page 235

Concept: Academic Appointment Reports and Dashboards on page 242

Concept: Academic Appointment Routing on page 236

Create Academic Track Types

Prerequisites

- Set up academic ranks and define academic track type categories and category groups.
- Security: *Set Up: Academic Appointments and Related Data* in the Academic Faculty functional area.

Context

You can configure academic track types to differentiate academic appointments that have different sets of privileges and require different academic tracks. The options you select for academic track types determine the fields that display in the *Add Academic Appointment*, *Update Academic Appointment*, and *End Academic Appointment* tasks.

Steps

1. Access the **Maintain Academic Track Types** task.
2. As you complete the task consider:

Option	Description
Includes Promotion Program	Adds an **Academic Review Date** field to the **Add Academic Appointment** and **Update Academic Appointment** tasks.
Includes Tenure Program	Adds these fields to the **Add Academic Appointment** and **Update Academic Appointment** tasks: • **Probationary End Date** • **Tenure Award Date** • **Tenure Home** • **Tenure Status** • **Tenure Track Start Date**
Includes Sabbatical Program	Can drive leave eligibility rules.
Includes Instructional Activities	Initiates the *Designate Instructor Eligibility* subprocess in Workday Student.

Related Information
Concepts
Concept: Academic Appointments on page 235
Tasks
Steps: Manage Academic Appointments on page 219

Create Academic Units for Academic Appointments

Prerequisites

• Set up roles for academic units using the **Maintain Assignable Roles** task.

  Workday doesn't recommend sharing the same roles with academic unit hierarchies or supervisory organizations.
• Security: *Set Up: Academic Units* domain in the Academic Faculty functional area.
• Configure the *Assign Superior* business process and security policy in the Organizations and Roles functional area.

Context

Create academic units to represent the colleges, schools, departments, institutes, research centers, and other units of your institution. After you create an academic unit, you have the option of designating the academic unit as an institution if you don't have a designated institution.

You can assign each academic unit to 1 superior academic unit. These assignments result in a single hierarchical structure that reflects the actual academic structure of your organization (without creating academic unit organizational hierarchies).

An academic unit inherits role assignments, calendar policies, and business process definitions from the superior academic unit.

Steps

1. Access the **Create Academic Unit** task.

2. As you complete the task consider:

Option	Description
Code	This alphanumeric code is for reference only. You can select **Include Code in Name** to include it in the academic unit display name.
Company	Workday posts student payments, refunds, and other accounting transactions to the company associated with a student's academic unit.
Include Leadership Role in Name	If selected, Workday includes the role for your academic unit in the name. The leadership role for an academic unit is configured on the **Maintain Assignable Roles** task when both: • The **Enabled For** column includes **Academic Unit**. • **Is Leader** is selected in the **Is Leader / Is Supporting** column. Workday displays assignees of an **Is Leader** role as leaders on organization charts and previews. The leadership role controls the role-enabled objects visible on the **My Leadership Roles** report and worklet. See:../../../manage-workday/roles/dan1370796643079.dita
Organization Subtype	Select from the subtypes you defined on the **Maintain Academic Unit Subtypes** task. You can select **Include Subtype in Name** to include it in the academic unit display name.
CIP Code	Select the code that applies to the academic unit. Workday maintains the Classification of Instructional Programs (CIP) codes as set by the Department of Education. Access the **View CIP Codes** report for a complete list.
Related Supervisory Organization	For academic appointments: Select 1 or more supervisory organizations to: • Provide routing assignments for academic appointment steps in staffing business processes. • Establish the default academic unit for the appointment.
Track Type Overrides	For academic appointments, select the available faculty track types or leave blank to allow all track types.

3. (Optional) In the **Assign Roles** grid, directly assign roles in the academic unit to workers.

Example: Assign a department chair role to a worker for academic appointments.

Result

You can:

- Use academic units to:

  - Assign appointments.
  - Configure business processes and assign roles.

- In combination with academic levels, specify which units can:

  - Admit students.
  - Offer courses.
  - Offer programs of study.
  - Recruit prospects.

- Use the **View Academic Unit** report to access the academic unit profile.

Next Steps

- Designate an Institution, if you don't already have a designated institution.
- Confirm that academic units have the proper settings and role assignments using the **Audit - Academic Unit Setup Data** report.
- Assign a superior academic unit by selecting **Academic Unit** > **Assign Superior** from the related actions menu of the academic unit. When updating your academic structure, be sure to review your financial aid reaction policies and packaging strategy assignments.
- Configure academic units for level.
- Track additional data for academic units using the **Create Custom Object** task.
- Create a refund recovery charge item for each institution in your tenant. Institutions must have a refund recovery charge item to disburse financial aid.

Related Information
Tasks
Steps: Manage Academic Appointments on page 219
Create and Edit Custom Object Definitions

Create Academic Unit Hierarchies

Prerequisites

- Set up roles for academic unit hierarchies using the **Maintain Assignable Roles** task.

  Workday doesn't recommend sharing the same roles with academic units or supervisory organizations.

- Security:

  - *Set Up: Academic Unit Hierarchies* domain in the Academic Faculty functional area.
  - *Set Up: Academic Structure* domain in the Academic Foundation functional area.

Context

Create academic unit hierarchies to support roll-up reporting. Each academic unit hierarchy can be a single node that is part of a larger hierarchy or tree. Once the tree is designed and built, include individual academic units in the appropriate academic unit hierarchy node.

Academic unit hierarchies:

- Don't have faculty appointments.
- Can be used for academic appointment business process configurations providing for:

  - Business process inheritance.
  - Role inheritance.

You can include the same academic unit in more than 1 academic unit hierarchy on different trees.

- If you use hierarchies for appointment business processes, create 1 main academic unit hierarchy to manage business process configurations.
- Assign roles to the main academic unit hierarchy to route business process actions. Typically, the main hierarchy is designated as **Visible on Public Views** on the **Maintain Academic Unit Subtypes** task.
- Create additional academic unit hierarchies by school or discipline for reporting purposes only. A multiple hierarchy structure provides flexibility for roll-up reporting.
- Assign only reporting roles to the additional hierarchies rather than roles that participate in business processes.

Steps

1. Access the **Create Academic Unit Hierarchy** task.
2. As you complete the task consider:

Option	Description
Academic Unit Hierarchy Subtype	Available subtypes are defined on the **Maintain Academic Unit Subtypes** task. Subtypes are referred to as Levels in hierarchy-related calculated fields.
Academic Unit Hierarchy Code	This alphanumeric code is used for reference only.
Superior Hierarchy Node	Select the superior hierarchy if this academic unit hierarchy rolls up to another one.
Subordinates	Displays the academic unit hierarchies that are subordinate to this hierarchy.
Included Academic Units	Select the academic units that roll up to this academic unit hierarchy.

3. In the **Assign Roles** grid, directly assign roles in the academic unit hierarchy to workers.
   Example: Assign workers to the president and dean roles.

Next Steps

- Confirm that your academic unit hierarchies have the proper structure, settings, included academic units, and role assignments using the **Audit - Academic Unit Hierarchy Setup Data** report.
- Update an academic unit hierarchy using the **Edit Academic Unit Hierarchy** task.

  If you inactivate an academic unit hierarchy, Workday adds an *(Inactive)* suffix to the name, but the hierarchy remains visible and available for reporting.
- Track additional data for academic unit hierarchies using the **Create Custom Object** task.

Related Information
Tasks
Steps: Manage Academic Appointments on page 219
Create and Edit Custom Object Definitions
Reference
Reference: Hierarchies

Create Named Professorships

Prerequisites

- Configure the *Create Named Professorship* and *Edit Named Professorship* business processes and security policies in the Academic Faculty functional area.
- Use the **Edit Tenant Setup - HCM** task to select an ID definition for named professorships.
- Select the **Named Professorships** check box in the **Maintain Gift Purposes** task.
- Use the **Maintain Event Categories and Reasons** task to define categories and reasons for creating and editing named professorships.

Context

You can define and track named professorships, then associate them with an academic faculty member's appointment.

Use related worklets on your named professorship business processes to help with decision making. Example: configure a custom report using one of these fields as a filter:

- Academic Unit
- Gift
- Named Professorship

Steps

1. Access the **Create Named Professorship** task.
2. Select a **Gift** to associate the professorship with.

   The **Professorship Name** automatically populates when you select a gift, but you can change it.
3. Select the **Initially Established** date.
4. As you complete this task, consider:

Option	Description
Title	Automatically populates from the **Professorship Name** field, but you can change it. When you assign a professorship to a faculty member in appointment business processes, the **Title** becomes the default appointment title.
Code	Enter a unique code or leave blank to automatically generate a code with the ID sequence generator.
Academic Unit	Select the academic unit that sponsors the professorship and manages its status. You can only assign the professorship to faculty in the academic unit that you select in this field.
Term Limits (in months)	Specify how long the professorship lasts. If left blank, the term is unlimited.
Initially Available	Specify when the professorship is available to fill in appointment business processes. This date must be after the **Initially Established** date.

5. (Optional) Enter **Appointment Restrictions** for the named professorship.

   They're informational only and don't affect professorship assignments.
6. (Optional) Add documents to the named professorship in the **Attachments** section.

Next Steps

Use the **Add Academic Appointment** or **Update Academic Appointment** tasks to associate a named professorship with an academic appointee.

Related Information
Tasks

Add Academic Appointments

Prerequisites

- Define reasons for adding new faculty appointments using the **Maintain Event Categories and Reasons** task.
- Configure the *Add Academic Appointment* business process and security policy in the Academic Faculty functional area.

  - Define *Add Academic Appointment* as a stand-alone business process.
  - Associate the *business process definition* with either:

    - The topmost superior academic unit in your academic structure. You can modify business processes for subordinate units that operate differently.
    - The main academic unit hierarchy that has roles for business process actions, not a hierarchy that is purely for reporting.
  - Configure the *Add Academic Affiliate Status to Worker* initiating action on the *Add Academic Appointment* business process security policy.

Context

Adding an academic appointment is the first step in tracking a person's academic career with your institution. Create 1 or more concurrent academic appointments for each academic appointee, including:

- Active, terminated, or emeritus faculty.
- Clinical faculty.
- Contingent workers.
- Courtesy or visiting academics.

You can also update and end academic appointments.

Enhance your *Add Academic Appointment* business process with these optional features:

- Add *Manage Education* and *Manage Professional Affiliations* as subprocesses to capture education information and professional affiliations in the same appointment workflow.
- Configure related worklets to help with decision making during the appointment event.

Steps

1. Access the **Add Academic Appointment** task.

2. Select an existing person in Workday, or create a new academic affiliate.

   An existing appointee can be an:

   - Active, terminated, or retired worker. Workday recommends that you use the *Add Academic Affiliate Status to Worker* initiating action to record academic affiliate relationships for terminated or retired workers.
   - Active or inactive academic affiliate.
   - Student.

   The option to create a new affiliate is only available if you have security permission on the *Set Up: Academic Affiliate* domain and you run *Add Academic Appointment* as a standalone business process.

3. Enter the appointment **Start Date**.

   If *Add Academic Appointment* is a subprocess of a staffing business process, the date automatically populates the effective date of the parent event.

4. Select the **Academic Unit** for the appointment.

   If *Add Academic Appointment* is a subprocess for another position-based business process, the **Academic Unit** automatically populates and routes to the 1 associated with the supervisory organization in the parent event.

   If the supervisory organization of the parent event doesn't have a related academic unit, Workday looks up the supervisory organization hierarchy until it finds a supervisory organization with a related academic unit. Use the **Audit - Supervisory Organization & Related Academic Unit** report to view these relationships.

5. (Optional) Relate an **Employment Position** to the appointment for an academic worker.

   - The position must be available as of the appointment start date.
   - **Employment Position** doesn't apply to academic affiliates.

6. Enter the appointment details under **Appointment Information**:

Option	Description
Track Type	Select the academic track type from the list of enabled ranks and activities.
Reason	Select the appointment reason from the prompt.
Rank	Optionally, select a rank from the available options for this appointment track type. Different tracks include different ranks, as defined in the **Maintain Academic Track Types** task. Example: An administrative track could include a *Chair*, *Dean*, and *Provost* as the available ranks.
Named Professorship	Optionally, select a named professorship for the academic unit or any currently vacant professorship.
Appointment Specialty	Optionally, select an academic specialty for the appointee.
Constructed Title	This field automatically populates based on the rules that you set up in the **Maintain Appointment Title Rules** task.
Title	This field automatically populates based on the rules specified in the **Maintain Appointment Title Rules** task, or from the values you select in the **Named Professorship** or **Rank** fields. You can change the **Title** if necessary.

Option	Description
End Date	Specify the agreed upon term for the appointment. The date is informational only and doesn't initiate a termination of the whole appointment track.
Identifier	Select the kind of academic appointment type. Example: *Primary*, *Dual*, or *Joint*. A *Primary* appointment identifier is often used on the appointment that relates to the academic member's **Employment Position**.
Roster Percent	Indicate the percentage of the academic member's total time that this appointment represents.
Adjusted Title Start Date	Specify an adjusted start date for informational and reporting purposes only. This date can represent work at other institutions and can be earlier than the **Start Date**.
Academic Review Date	If the appointment track type has a promotion program, specify an **Academic Review Date** for the appointment. This field is available if you selected **Includes Promotion Program** in the **Maintain Academic Track Types** task.
Track Start Date (Override)	Specify a track start date that's before the worker's hire date. This date can represent work at other institutions and can be earlier than the **Start Date**

7. If the appointment track type includes a tenure program, identify the **Tenure Home**, **Tenure Status**, and an optional **Probationary End Date** in the **Tenure Information** section.

Tenure Home automatically populates to the academic unit for this appointment, but you can change it to another academic unit that supports tenure tracks.

Next Steps

If you created a new affiliate during the *Add Academic Appointment* business process and configured *Manage Education* and *Manage Professional Affiliations* as subprocesses, enter the affiliate's education information and professional affiliations. You complete these steps only when the appointment process is complete and the affiliate has no education or professional affiliation data.

Related Information
Concepts
Concept: Academic Appointment Routing on page 236
Concept: Academic Affiliates on page 238
Concept: Workday Docs
Tasks
Add Worklets to Business Processes
Steps: Manage Academic Appointments on page 219
Create Positions
Steps: Set Up Workday Docs

Update Academic Appointments

Prerequisites

- Add appointments for academic workers or affiliates, or students.
- Configure the *Update Academic Appointment* business process and security policy in the Academic Faculty functional area.
  - Define *Update Academic Appointment* as a stand-alone business process or a subprocess for *Change Job* or *Edit Position*.
  - Associate the business process definition with either:
    - The topmost superior academic unit in your academic structure. You can modify business processes for subordinate units that operate differently.
    - The main academic unit hierarchy that has roles for business process actions, not a hierarchy that is purely for reporting.

Context

Appointment updates can include:

- Employment Position
- Tenure Status
- Named Professorship
- Promotions
- Rank
- Reappointments

If you want to change the appointment track type or track type category, end or rescind the existing appointment and then add a new academic appointment.

You can configure related worklets on the *Update Academic Appointment* business process to help with decision making during the appointment event. Example: configure a custom report using one of these fields as a filter:

- Academic Affiliate
- Academic Track Type
- Academic Unit
- Named Professorship
- Position
- Worker

Steps

1. Access the **Update Academic Appointment** task.
2. Select the **Academic Appointee** and the appointment **Track**.
3. Specify the **Start Date** for the update.

   If you enter a date that's different than the existing start date, you create a new academic appointment.

   If you enter a date that's the same as the existing start date, you update the existing academic appointment with your selections on the next page.

   If *Update Academic Appointment* is a subprocess of a staffing business process, the **Start Date** is automatically populated with the effective date of the parent event.
4. Indicate a **Reason** for the change to the appointment.
5. Make any required updates for the appointment, such as changes to the named professorship, appointment title, date range, identifier, or tenure status.

Result

Workday displays all current and historical academic appointments on the **Academic** profile group on an academic affiliate's profile.

Related Information
Concepts
Concept: Academic Appointment Routing on page 236
Concept: Workday Docs
Tasks
Steps: Manage Academic Appointments on page 219
Steps: Set Up Workday Docs

End Academic Appointment Tracks

Prerequisites

- Define reasons for ending faculty appointments with the **Maintain Event Categories and Reasons** task.
- Configure the *End Academic Appointment Track* business process and corresponding security policy.

  - Define *End Academic Appointment Track* as a stand-alone business process or a subprocess for *Termination* or *End Additional Job*.
  - Associate the *business process definition* with either:

    - The topmost superior academic unit in your academic structure. You can modify business processes for subordinate units that operate differently.
    - The main academic unit hierarchy that has roles for business process actions, not a hierarchy that is purely for reporting.

Context

Academic appointments don't end automatically. Terminate the appointment track when an academic appointee departs and is no longer connected to your institution or when the appointment assignment is complete. You can also use the **End Academic Appointment Track** task when the academic appointee switches to another appointment track or has a break in service. If there is a break in service, end the appointment and add a new appointment when service resumes.

Steps

1. Access the **End Academic Appointment Track** task.
2. Select the **Academic Worker** or **Academic Affiliate** and the appointment **Track**.
3. Specify the appointment's **Track End Date**.
4. Select a **Reason** for ending the academic appointment track.

Result

When you end an academic appointment track, Workday:

- Establishes the actual termination of the academic appointment track (**Track End Date**)
- Removes an appointment from showing up as a current appointment.
- Determines the **Track Start Date** as the earliest date in the appointment history

Related Information
Concepts
Concept: Academic Appointments on page 235
Concept: Academic Appointment Routing on page 236

Concept: Workday Docs

Tasks

Steps: Manage Academic Appointments on page 219

Steps: Set Up Workday Docs

Steps: Manage Appointee Work Status Reports

Context

Use these appointee work status reports to gain visibility into your current faculty's past, present, and future work statuses, including academic leaves:

- **Appointee Work Status by Period**
- **Work Status for Academic Unit**
- **Appointee Work Status** (on the academic unit profile)
- **Period Work Status** (on the worker profile)

These reports can provide different views on appointee work statuses and leaves, such as:

- Sabbatical leave eligibility.
- Tenure track work record.
- Appointee availability to assign next term's courses.

Note: We recommend that you convert your appointee work status-related leave history to Workday before configuring these reports.

You can run the **Appointee Work Status by Period** report for academic affiliates. However, Workday doesn't display leave-related work statuses for affiliates.

The reports cover a maximum of 20 periods.

Steps

1. Create Period Reporting Calendars on page 232.
2. Create Work Status Rule Sets on page 234.
3. (Optional) Configure the **Period Work Status** report on the **Academic for Worker Profile** profile group.

Result

After you create a period reporting calendar and a work status rule set, you can run these reports:

- **Appointee Work Status by Period**
- **Work Status for Academic Unit**

Related Information

Tasks

Steps: Set Up Profiles and Profile Groups

Create Period Reporting Calendars

Prerequisites

Security: *Set Up: Period Reporting* domain in the Academic Faculty functional area.

Context

Use this task to set up the choices available for the **Reporting Calendar** prompt on these appointee work status reports:

- **Appointee Work Status by Period**
- **Work Status for Academic Unit**

You can create multiple period reporting calendars to meet your various work status reporting requirements, such as:

- Different levels of granularity for each period's date range.
- Leave out summer periods.
- Different calendars apply to the professional school.
- Yearly periods for tenure and academic periods for sabbatical.

Configure calendars for specific academic units or all academic units and determine the default calendar to use on the **Period Work Status** worker profile report.

Steps

1. Access the **Maintain Period Reporting Calendar** task.

   Create or edit a period reporting calendar. You have the option to create a new reporting calendar from a copy of an existing one to save time.

2. As you complete the task, consider:

Field	Description
Default Calendar	Select to use this calendar for the **Period Work Status** report on the worker profile. You can define: • 1 default calendar for unrestricted calendars. • 1 default calendar per academic unit. To make another calendar the default, you must first clear the **Default Calendar** check box on the current default calendar.
Academic Period	Select an academic period to automatically populate the **Start Date** and **End Date** fields. You can override these dates.
Evaluation Constraint	Select the date evaluation logic to use when evaluating an appointee's work status for the period: • *Any Date in Range*: When the appointee matches the work status rule on any date in the period date range, Workday assigns a status to the appointee. • *Use Start Date*: Evaluates the appointee's work status as of the period start date only.

Next Steps

Use the:

- **View Period Reporting Calendar** report to view the calendars and periods you have configured.
- **Maintain Work Status Rule Set** task to create work status rules for the appointee work status reports.

Related Information
Tasks

Create Work Status Rule Sets

Prerequisites

Security: *Set Up: Period Reporting* domain in the Academic Faculty functional area.

Context

Work status rule sets define the logic for determining an appointee's work status on these appointee work status reports:

- **Appointee Work Status by Period**
- **Work Status for Academic Unit**
- **Appointee Work Status** (on the academic unit profile)
- **Period Work Status** (on the worker profile)

You must define rule sets for each type of work status evaluation you want to report on with the appointee work status reports. You can document basic leave policy eligibility guidelines as part of your work status rule sets.

Examples:

- Simple active or on leave.
- Active periods for sabbatical eligible appointees.
- Work history for tenure eligible appointees.

Rule sets must focus on 1 evaluation purpose - do not attempt to mix purposes. Example: sabbatical and tenure.

You use Workday-defined appointee work status rules to build your work status rule sets. Access the **View All Work Status Rules** report for a complete list of available work status rules when designing your work status rule sets.

You can specify rule sets for specific academic units or all academic units and determine the default rule set to use on the **Period Work Status** worker profile report.

Note: Workday processes the rules in the order you configure on the rule set. The appointee work status assigned on the report is always the first rule in the set that is satisfied.

Steps

1. Access the **Maintain Work Status Rule Set** task.

   Create or edit a work status rule set. You have the option to create a new rule set from a copy of an existing one to save time.

2. As you complete the task, consider:

Field	Description
Default Rule Set	Select to use this work status rule set for the **Period Work Status** report on the worker profile. You can define: • 1 default rule set for unrestricted rule sets. • 1 default rule set per academic unit. To make another rule set the default, you must first clear the **Default Rule Set** check box on the current rule set.
Leave Eligibility	These details display on the appointee work status reports to help you evaluate whether or not

Field	Description
	the appointee is or will be eligible for sabbatical leave. They have no impact on the work status evaluation logic.
Work Status	Automatically populates with a suggested name for the work status.
Work Status Rule	Associate 1 work status rule with a **Work Status**.

Result

When you run an appointee work status report, Workday uses the rules in the rule set to determine the appointee's work status for each period on the report. If none of the rules in the rule set are satisfied, Workday sets the appointee's work status to *No Data* on the report.

Next Steps

Use the:

- **View Work Status Rule Set** report to view the work status rule sets you have configured.
- **Maintain Period Reporting Calendar** task to create period reporting calendars for the appointee work status reports.

Related Information
Tasks

Concept: Academic Appointments

An academic appointment tracks an academic appointee's time at a university or college. Appointments record an appointee's relationship to an Academic Unit, over a period of time on a particular academic track. There is no direct relationship to employment, but you can optionally associate an appointment to a filled position.

Workday provides 3 business processes to track academic appointments for paid and unpaid academic members, including relevant dates, academic unit affiliation, rank, title, and tenure status.

- *Add Academic Appointment*
- *Update Academic Appointment*
- *End Academic Appointment Track*

Schools can record additional types of appointments, including administrative, adjunct, and courtesy appointments, as well as participation in centers, institutes, and programs.

The academic appointment business processes are available as related actions on:

- Academic Units
- Academic Workers
- Academic Affiliates
- Students

Access is configured via security groups for users who hold a role on the academic unit or academic unit hierarchy and for user-based security groups.

You can enable these business processes to automatically generate documents, such as contracts or appointment letters, by configuring the *Generate Document* business process as a subprocess.

Additional Data can be configured on appointment events, capturing and displaying custom objects.

Add Academic Appointment

Create a new appointment according to career track type.

You can create 1 or more concurrent academic appointments for each academic appointee, including:

- Active, terminated, or emeritus faculty.
- Clinical faculty.
- Contingent workers.
- Courtesy or visiting academics.
- Students.

Update Academic Appointment

Add progressive updates to the activity of an existing appointment including reappointment, promotions, and awarding of tenure.

You can't change a career track type.

Example: If a track is interrupted or changes, end that appointment (career track) and add a new appointment with the appropriate career track type.

End Academic Appointment Track

End an appointment when an academic appointee:

- Discontinues appointment work.
- Leaves the university or college.
- Switches to another track type at the institution.
- Retires.

Related Information
Concepts
Concept: Academic Appointment Reports and Dashboards on page 242
Tasks
Steps: Manage Academic Appointments on page 219
Configure Generated Documents
Create and Edit Custom Object Definitions
Steps: Set Up Custom Objects

Concept: Academic Appointment Routing

Standalone Appointment Business Process Routing

Academic appointment *business process definitions* are configured on academic units and academic unit hierarchies. You define them on:

- The topmost superior academic unit in your academic structure. You can modify business processes for subordinate units that operate differently.
- The main academic unit hierarchy that has roles for business process actions, not a hierarchy that is purely for reporting.

If an appointment business process definition exists on both an academic unit and an academic unit hierarchy, Workday uses the business process definition in this order:

1. Academic unit.
2. Superior academic unit.
3. Academic unit hierarchy.
4. Default definition.

Staffing Event Appointment Subprocess Routing

When you create an academic unit, you associate it with a supervisory organization specifically to guide the routing of academic appointment steps when they are subprocesses of staffing events. Staffing events use supervisory organization for routing and appointment events use academic unit for routing. When an appointment business process is a subprocess of a staffing event, Workday uses the relationship between supervisory organization and academic unit to switch the workflow from the staffing supervisory organization to academic unit roles.

Add Academic Appointment	• In staffing events, Workday routes steps in the *Add Academic Appointment* subprocess to roles on the academic unit associated with the supervisory organization in the parent event. • If a related academic unit doesn't exist, Workday finds the first supervisory organization in the organization hierarchy that has a related academic unit. • If none of the supervisory organizations in the hierarchy have related academic units, the appointment subprocess doesn't run.
Update and End Academic Appointment	• Workday only initiates the *Update Academic Appointment* and *End Academic Appointment* subprocesses when the position in the parent staffing event has one or more active appointments with the same **Employment Position**. • Steps are routed to roles on the academic units associated with the appointments. • If any academic appointment assigned to the position is already in progress for an appointment business process, the subprocess doesn't run. **Note:** To ensure that the **Employment Position** field isn't left blank in the *Add Academic Appointment* business process, add a condition rule using 1 of these report fields: • **Appointment has associated Position - Current**. • **Appointment has associated Position - Proposed**.
Consolidated Approvals	If you include an appointment subprocess in a consolidated approval step on your staffing business process definition, you must configure supervisory organization roles as approvers on the appointment business process security policy. This will enable supervisory organization role holders to approve the entire staffing event, including the appointment subprocess.
Audit - Supervisory Organization and Related Academic Unit	Use the **Audit - Supervisory Organization and Related Academic Unit** report to see

relationships between academic units and supervisory organizations.

Related Information
Tasks

Concept: Academic Affiliates

Academic affiliates are people who work at an educational institution, but aren't in an employment relationship with the institution. They're usually visiting professors, scholars, clinical faculty, or other administrative personnel. In Workday, academic affiliates only exist in the context of academic appointments. Academic affiliates hold academic appointments, but aren't paid and don't have positions or supervisory organization assignments.

Create Affiliates

You can create academic affiliates when you access the *Add Academic Appointment* business process as a standalone process. To create affiliates, you must have permission on the *Set Up: Academic Affiliate* domain.

The **Create Academic Affiliate** option enables you to capture names, personal information, contact information, IDs, and photos for an affiliate before you add the appointment details.

When you create affiliates, the country you select on the **Legal Name** tab determines the available fields for **Legal Name**, **Contact Information**, and **Personal Information**.

Note: You can select the affiliate ID definition to use with the **ID Definition for Academic Affiliate ID** field on the **Edit Tenant Setup - HCM** task.

If you make an error when creating academic affiliates, you can cancel incomplete events and use the **Delete Academic Affiliate** task on incomplete appointments. To delete affiliates, you must have permission on the *Affiliate Data: Invalid Affiliate* domain.

Add Affiliate Status to Terminated or Retired Employees

Use the **Add Academic Affiliate Status to Employee** task when a terminated or retired employee continues an academic relationship with you through an academic affiliation appointment. End all of a terminated worker's academic appointments before you add academic affiliate status. You can only add affiliate status to terminated or retired workers who had an appointment previously but weren't affiliates.

Configure the *Add Academic Affiliate Status to Employee* initiating action on the *Add Academic Appointment* business process security policy in the Academic Faculty functional area. To access the task, you must be a role holder on the academic unit or academic unit hierarchy.

You can use a terminated worker's ID as the affiliate ID when you add affiliate status to a terminated or retired employee by selecting the **Reuse Worker ID for Academic Affiliate ID** check box in the **Edit Tenant Setup – HCM** task. This makes it easier to track an academic employee's entire history.

Access to Affiliates

Access to view academic affiliates is contextually secured through the academic unit for their appointment track:

- Active affiliates: A role on the academic unit in which the affiliate has a current appointment.
- Inactive affiliates: A role on the academic unit in which the affiliate had a historical appointment.
- Affiliates with no appointments (current or historical): Member of a security group that has access to *Affiliate Data: Invalid Affiliate* domain.

You can use segmented security to restrict access to academic affiliates':

- IDs.
- Names.
- Personal information.

View Affiliates

You can use the afl: search prefix to limit your results to academic affiliates.

Workday adds these labels after academic affiliate names:

- *(Affiliate)*. Indicates that the affiliate has at least 1 active appointment.
- *(Affiliate) - Inactive*. Indicates that an academic affiliate no longer has any active appointments.
- *(Affiliate) - No Appointment*. Indicates that the academic affiliate has no assigned appointments. An affiliate doesn't have an appointment if the *Add Academic Appointment* business process was canceled, rescinded, or not completed after the affiliate was created. You must have permission on the *Affiliate Data: Invalid Affiliate* domain to view invalid affiliates.

Affiliate profiles are similar to worker profiles and can include these content groups:

- **Overview**
- **Contact**
- **Personal**
- **Academic**
- **Committees**

Update Academic Affiliate Information

After you create an affiliate, you can add or update this information from their profile:

- Certifications
- Committee memberships
- Contact details
- Education
- Emergency contacts
- IDs
- Names
- Personal information
- Professional affiliations (home institution or business entity)
- Talent statements

The country associated with the affiliate's legal name determines the contact and personal information that you can edit for an existing affiliate.

Note: Configure these business process definitions on the main academic unit hierarchy that has roles for business process actions, not a hierarchy that is purely for reporting:

- **Manage Certifications**
- **Manage Education**
- **Manage Professional Affiliations**

You can edit the affiliate's photo with the **Edit Academic Affiliate Photo** related action menu or task.

If you want to capture additional data for academic affiliates, use the **Create Custom Object** task. You can then track this information by selecting **Additional Data** > **Edit** from the related actions menu of an affiliate.

Affiliate Security

Affiliates with current academic appointments automatically become members of the Academic Affiliate as Self and All Academic Affiliates security groups.

Affiliates can also have Workday accounts. You can include the *Create Workday Account* subprocess in the *Add Academic Appointment* business process.

You can enable affiliates to maintain their own information by configuring the Academic Affiliate as Self security group on these domains:

- *Self-Service: Certifications*
- *Self Service: Education*
- *Self-Service: Name*
- *Self-Service: Personal Data*
- *Self Service: Professional Affiliations*

Affiliates as Role Holders

You can assign affiliates as role holders on these organization types so affiliates can participate in business processes:

- Academic Unit
- Academic Unit Hierarchy
- Committee
- Supervisory Organization

Example: An unpaid medical school clinical professor needs to approve their medical student employees' timesheets.

Note: You can't assign academic affiliates to the Workday delivered Manager role.

Related Information
Concepts
Concept: Academic Appointment Reports and Dashboards on page 242
Concept: Talent Statements
Tasks
Steps: Manage Academic Appointments on page 219
Create and Edit Custom Object Definitions
Steps: Set Up Skills and Experience
Steps: Set Up Personal Information for Multiple Person Types
Reference
Reference: Edit Tenant Setup - HCM

Concept: Hire Academic Affiliates

Academic affiliates can be hired as employees or contingent workers. You must be secured to the *Affiliate Data: Public Reports* domain to view academic affiliates for hire. To hire affiliates, use these tasks:

- **Hire Employee**
- **Contract Contingent Worker**

    Note: Configure the **Add Employee Status to Academic Affiliate** initiating action on the **Hire Employee** business process, or the **Add Contingent Worker Status** initiating action on the **Contract Contingent Worker** business process to hire affiliates.

To use former affiliate IDs as employee IDs when you hire, select the **Reuse Academic Affiliate ID for Worker ID** check box in the **Edit Tenant Setup – HCM task**.

When you hire academic affiliates:

- A pre-hire record is created.
- The affiliate is added to worker-related security groups.
- They can still access their appointment and personal information through their worker profiles.
- They can still be added to academic appointments, as well as update and end existing appointments.

Once hired, affiliates take on active worker status.

After employment is terminated:

- They no longer have access to worker-related security domains.
- They are given access to affiliate-related security groups (if they have an active current appointment).

    Note: If an affiliate worker has their employment terminated and no longer has an active appointment, they are seen as terminated workers in Workday.

Related Information
Concepts

Concept: Named Professorships

Named professorships and endowed chairs are prestigious awards funded by an endowment. They are associated with gifts that typically come from external donors, but can also be from the institution itself. This feature isn't limited to professorships and chairs but can be used to define any gift-funded position that can be bestowed on a faculty member. Use the *Add Academic Appointment* or *Update Academic Appointment* business process to associate the professorship with the faculty appointee.

Named Professorship Statuses

Named professorships are assigned different statuses based on their availability. In Workday, you can track and view the status of a named professorship, as well as the number of days it has been in a given status. Professorships can be in any of these statuses:

- *Available to Fill (New)* - If the professorship is available and there are no historical appointees.
- *Available to Fill (Vacant)* - If there are incumbents but no currently active appointees.
- *Filled* - If the professorship has an active appointee, but not an emeritus appointee.
- *Filled (Emeriti)* - If the professorship is filled by an emeritus appointee.
- *Filled (On Hold)* - If the professorship is on hold and assigned to an appointee.
- *Pending* - If the professorship is established but not yet available.
- *Unavailable to Fill (Inactive)* - If the professorship is inactive and has been discontinued.
- *Unavailable to Fill (On Hold)* - If the professorship is on hold and is unassigned.

These statuses change based on:

- The dates you specify in named professorship tasks.
- The academic appointment processes you use to assign named professorships to faculty members.

Gifts

Named professorships are associated with these gift types:

- Basic gift - Includes the gift name, type, purpose, and worktag capabilities, but no monetary amounts or role assignments. Available with Workday HCM only subscriptions.
- Full gift - Supports Endowment Accounting for donor gifts; includes monetary amounts, gift hierarchies, and role assignments. Available with Workday Financial Management subscriptions.

Note: You must hold a role on a **Company** to access gifts.

Viewing Named Professorships

You can search for named professorships and their profiles with the np: search prefix.

Named professorship profiles are similar to academic unit profiles and can include these content groups:

- **Chairholders**
- **Overview**

You can also add a **Named Professorship** group to academic unit profiles, and you can add the named professorships report to the **Academic** section of worker profiles.

Access to Named Professorships

Access to named professorships is contextually secured through the:

- Gift - for endowment managers.
- Named professorship's academic unit - for academic unit and academic unit hierarchy role holders.

Note: Only endowment managers with gift access can create or edit named professorships.

Professorship Reports

Workday provides standard reports to help you track named professorships. For a list, access **Workday Standard Reports** and select the *Named Professorship* category.

Related Information
Concepts
Concept: Academic Appointments on page 235
Tasks
Create Named Professorships on page 226
Steps: Use Endowment Accounting on page 207

Concept: Academic Appointment Reports and Dashboards

Reports

Workday provides a number of standard reports to help you track and manage academic appointments. For a complete list with report descriptions, access **Workday Standard Reports**, and select from these menu categories:

- Academic Affiliates
- Academic Faculty
- Audit - Academic (Audits)
- Named Professorship
- Set Up Academic Faculty

Academic Profiles

Use the **Configure Profile** and **Configure Profile Group** tasks to set up these profiles:

- Academic Affiliate
- Academic Unit
- Academic Unit Hierarchy
- Named Professorship

You can also add appointment-related reports to these profiles groups:

Profile Group	Profile
Academic	Worker Profile
Appointments for Student	Student
Named Professorships	Gift Composite View

Academic Dashboards

You can set up 1 or both of these dashboards to combine analytics and actions for managing your academic staff and their tenure progression from a single place:

- **Academic Dashboard**
- **Academic Tenure Dashboard**

Related Information
Concepts
Concept: Academic Appointments on page 235
Concept: Dashboards
Tasks
Steps: Set Up Profiles and Profile Groups
Steps: Manage Academic Appointments on page 219
Steps: Set Up Dashboards and Landing Pages

Academic Pay

Steps: Manage Academic Pay

Context

Academic pay can differ from other employees in an organization. Academics can be considered full-time employees by their institution and receive an annual salary, while working fewer than 12 months in an annual period. In such situations either:

- A faculty member receives compensation payments during the period worked.
- The institution has payment options that disburse compensation over a different period. In this case, the months that a faculty member receives payment doesn't correspond to their work periods.

Note: To ensure that academic pay calculates correctly when running a retro pay calculation, select the Do Not Recalculate During Retro check box on the payroll earnings of your compensation elements.

Steps

1. Reference: Edit Tenant Setup - HCM.

   Select the **Enable Education Institution Features** check box.
2. Create Compensation Elements

   Select the **Academic Pay Enabled** check box for each relevant **Compensation Element**. The earning associated with the compensation element must use an academic pay-related calculation.

   Note: All compensation plans must use the **Academic Pay Enabled** compensation element.
   If an **Annual Work Period** and **Disbursement Plan Period** are assigned on a position, but the

compensation plan assigned to the employee is not enabled for academic pay, payroll calculations occur as standard pay.

Example: With academic pay enabled and compensation elements configured, Workday uses **Work Period Percent in Year** as part of the bonus award calculation and displays it on the **View Bonus Calculation** report.

3. Set Up Academic Pay Period Calendar on page 244

   Create your academic pay period calendar to define compensation payment arrangements for non-term faculty members. Indicate whether the academic pay period can be used as both an annual work period and a disbursement plan period.

4. Set Up Academic Pay Eligibility on page 246

   Enable 1 or more job families for academic pay and assign job profiles to the job family. You can now use the academic pay option when you hire employees into a job or position associated with the selected job family and job profiles.

5. Set Up Earnings for Academic Pay on page 247

6. (Optional) Create FTE Dimensions on page 247.

   Define full-time equivalent (FTE) and blended FTE ranges.

Result

Academic pay is available in all Workday staffing transactions that include **Job Details**. You can view academic pay in the **Additional Information** section of a staffing task.

Example

When you enter a worker's compensation rate, the total base pay calculation takes into account the percentage of year to determine the annualized rate (with the exception of entries with an annual frequency). Amounts with an annual frequency are considered to be the total pay for the associated annual work period (no percentage adjustment is applied).

Compensation Rate	Compensation Frequency	Annual Work Period's Percent of Year	Annualized Compensation Calculation
5,000	Monthly	75% = 9 months = 9/12	45,000 = (5,000*12) * 75%
90,000	Annual	75% = 9 months = 9/12	90,0000 (no multiplier)
5,000	Monthly	100% = 12 months	60,000 = (5,000*12) * 100%
60,000	Annual	100% = 12 month	60,0000 (no multiplier)

Related Information
Tasks
Assign Academic Pay to Employees on page 249

Set Up Academic Pay Period Calendar

Prerequisites

Security: *Set Up: Academic Pay* in the Academic Faculty functional area.

Context

Create an academic pay period calendar and indicate whether it represents the annual work period, the disbursement plan period, or both.

Steps

1. Access the **Create Academic Pay Period** task.
2. Specify an **Academic Pay Period Name**.
3. Select the pay period type:

Option	Description
Annual Work Period	The academic pay period is the same as the academic work period, which is the period of time during which an academic member earns an annual salary.
Work Period Percent of Year	Available if you selected **Annual Work Period**. Enter a percentage up to 100%. This is used to appropriately prorate the employee's compensation rate.
Disbursement Plan Period	The academic pay period is the same as the disbursement plan period, which is the period of time during which an academic member receives the annual compensation.
Apply Percent of Year During Payroll Processing	Uses **Work Period Percent of Year** during payroll calculations.
Treat Partial Periods as Half Periods	Available if you select **Apply Percent of Year During Payroll Processing**. Calculates compensation as half of per pay period compensation for pay periods when a worker's annual work period begins or ends mid-period.

4. Create your **Academic Pay Period Calendar** with one or more periods, each with a **Period Start Date** and **Period End Date** on the same month and day in different years.

   You must enter new dates each year for compensation and payroll to continue processing correctly.

Result

Workday displays the name of the academic pay period with its date range, including the month and day.

Example: *Medical School (September 01 - May 31)*.

Use the **View Academic Pay Period** report to review the details of a specific academic pay period calendar.

Use the **View Academic Pay Periods** report to review all of your academic pay period calendars.

Next Steps

• Create or update academic pay eligibility.

- Use the **Edit Academic Pay Period** task to modify an academic pay period.

  - After an academic pay period is in use, you can only update the **Academic Pay Period Name** and the pay periods.

    Note: Changes to the pay period date ranges will impact subsequent payroll processing for academic pay.

  - You can select the **Inactive** check box to prevent further use of an academic pay period for new academic pay arrangements. Workday no longer displays the academic pay period in related prompts, but existing pay arrangements that use it aren't impacted.

Related Information
Tasks

Assign Academic Pay to Employees on page 249
Steps: Manage Academic Pay on page 243

Set Up Academic Pay Eligibility

Prerequisites

- Security: *Set Up: Academic Pay* in the Academic Faculty functional area.
- Create academic pay periods.
- Define any necessary job families and job profiles.

Context

You can assign the academic pay option to employees whose job profiles are in job families enabled for academic pay. You can then assign these employees an annual work period and a disbursement plan period, which supports payment of salary over a different period than it was earned.

Steps

1. Access the **Maintain Academic Pay Eligibility** task.
2. Click the **Job Profiles** number to review the specific profiles included in a job family.

   Note: If a job family is not active, the corresponding **Inactive** check box is selected.

3. Select or clear the **Academic Pay Enabled** check box:

   - Select this check box to make academic pay arrangements available to employees with job profiles in the selected job family. If an employee is not in a job family enabled for academic pay, the academic pay fields aren't available in the **Job Details** section of their worker profile or in the **Hire Employee** task.
   - Clear this check box to remove academic pay arrangements for employees with job profiles in the selected job family. When you remove academic pay eligibility from a **Job Family**, its related job profiles no longer qualify new employees for the academic pay option. Existing employee assignments and payments aren't affected.

Next Steps

Use the **View Academic Pay Eligibility** report to review all job families enabled for academic pay.

You can now make the academic pay settings on qualified employee positions through a staffing transaction.

Related Information
Tasks

Set Up Academic Pay Period Calendar on page 244
Assign Academic Pay to Employees on page 249
Steps: Manage Academic Pay on page 243

Set Up Earnings for Academic Pay

Prerequisites

- Security: *Set Up: Academic Pay* in the Academic Faculty functional area.
- Create academic pay periods.
- Enable compensation elements for academic pay.
- Define any necessary job families and job profiles.

Context

Creating earnings for academic pay enables Workday to calculate workers' pay for Payroll, while also recording information specific to academic workers.

Steps

1. Access the **Create Earning** task.
2. In the **Worker Eligibility** field on the **Criteria** section, enter **Academic Pay enabled for Pay Component**.

   You can enter additional instance value calculations to create a worker eligibility rule that controls the calculation of the earning.
3. Use the **Calculation Details** section to define pay-component related calculations that retrieve the related calculations for academic pay values from Workday Compensation.

   Select an academic pay-instance value calculation in the **Calculation** field.

   Select all 4 of these related calculations in the **Related Calculation** field:

   - *Academic Pay: Amount Accrued*
   - *Academic Pay: Amount Accrued Balance*
   - *Academic Pay: Amount Earned*
   - *Academic Pay: Amount Paid*

   To ensure that academic pay calculates correctly when running a retro pay calculation, select the **Do Not Recalculate During Retro** check box.
4. Use the **Compensation Element** section to map the earning to academic pay enabled compensation elements.
5. (Optional) In the **Time** section, if the earning pays hours entered through Workday Time Tracking, use the **Time Codes (Timesheets only)** field to specify which hours to retrieve.
6. Use the **Time Calculation Tags** field to map the earning to Payroll, identifying how to pay time.
7. Select the **Non-Effective Dated** tab.
8. Use the **Groups** section to map the earning to groups.
9. Use the **Benefits** section to map the earning to a benefit plan.

Related Information
Tasks

Create FTE Dimensions

Prerequisites

Security: *Set Up: Staffing* in the Staffing functional area.

Context

Define ranges for full-time equivalent (FTE) and blended FTE for a worker or a worker's position. The FTE dimension value will be a range within which the worker's actual FTE falls; for example, an FTE of 75% would fall in the dimension range of 75% to 100%.

FTE dimensions are available for benefit and absence rules, as well as drill-down dimensions in custom reporting. They are required if you want to use FTE for two types of account posting rules:

- *Payroll Expense*
- *Fringe Benefit Expense*

Most business policies use only one FTE dimension type. However, you can use both blended and standard FTE dimensions in matrix reports and in eligibility, calculation, and posting rule definitions.

Steps

1. Access the **Maintain FTE Dimensions** task.
2. Select an **FTE Dimension Type**:

Option	Description
FTE Dimension - Blended FTE on Position	Calculates FTE based on the weekly FTE for the position divided by the percent of year worked in the position.
FTE Dimension - On Position	Calculates FTE based on weekly hours worked in the position divided by the weekly hours for the position.
FTE Dimension - Total Blended FTE on Worker	Calculates FTE based on the weekly FTE divided by the percent of year worked by the worker.
FTE Dimension - Total FTE on Worker	Calculates FTE based on weekly hours worked divided by the weekly hours for the position by the worker.

3. Specify a minimum and maximum percent range for one or more **FTE Dimensions**.

   Workday derives entries in the **FTE Dimension** field based on the values you specify in the **FTE Minimum** and **FTE Maximum** fields.

   For example, if you select **Total Blended FTE on Worker** as the **FTE Dimension Type** and enter 0 for **FTE Minimum** and 49 for **FTE Maximum**, the **FTE Dimension** field displays *Total Blended FTE on Worker: 0% - 49 %*.

   Both worker dimension types total across all of a worker's positions. If you don't have multiple positions, Workday reflects the primary job's FTE or blended FTE. The blended FTE equals the weekly FTE if you don't use academic pay.

Example

The following table shows the application of FTE worker dimensions:

	Worker 1 Position 1	Worker 2 Position 1	Worker 2 Position 2	Worker 3 Position 1
Scheduled Weekly Hours	40	20	20	20
Default Weekly Hours	40	40	40	40

| | **Worker 1** | **Worker 2** | **Worker 2** | **Worker 3** |
	Position 1	**Position 1**	**Position 2**	**Position 1**
FTE% (Scheduled Hours / Default Hours)	100%	50%	50%	50%
Total FTE (all jobs)	100%	100%	100%	50%
Total FTE Dimension Value	80% - 119%	80% - 119%	80% - 119%	40% - 79%
Academic Pay: Annual Work Period	9 months	9 months	No value	No value
Annual Work Period % of Year	75%	75%	No value	No value
Blended FTE (% of Year X FTE)	75%	37.5%	50%	50%
Total Blended FTE (all jobs)	75%	87.5%	87.5%	50%
Total Blended FTE Dimension Value	51% - 80%	81% - 110%	81% - 110%	1% - 50%

Next Steps

Use the **View FTE Dimensions** report to review the FTE dimension details.

Related Information
Tasks

Assign Academic Pay to Employees

Prerequisites

- Create all work and disbursement periods offered for academic pay in the **Create Academic Pay Period** task.
- Enable 1 or more job families for academic pay.

Context

Assigning an academic work period and a disbursement plan period to an academic employee enables you to manage the difference between:

- The time that the worker earns the annual salary.
- The time period during which pay checks are disbursed.

Note: To process academic contract pay for a prior period, use on-demand payments or payroll inputs. Workday recommends selecting the Do Not Recalculate During Retro check box on your payroll earnings to ensure academic pay calculates correctly when running retro payroll.

Steps

1. Access the **Edit Position** task.

   You can also use the **Hire Employee** or **Change Jobs** task to assign work period or disbursement plan periods.

2. As you complete this task, consider:

   Workday Payroll handles midperiod hires, but you must assign the appropriate full **Academic Pay Period** (an **Annual Work Period** and a **Disbursement Plan Period**).

   When you do a midperiod hire, assign the appropriate *full* **Academic Pay Period** (that is, an **Annual Work Period** and a **Disbursement Plan Period**). Workday Payroll calculations properly handle such a midperiod entry.

Option	Description
Annual Work Period	The period of time when the worker earns the annual salary.
	Example: An academic member might teach or conduct research during a 10-month school year that starts 1 September and ends 30 June.
Disbursement Plan Period	The date range during which the annual salary is disbursed. The **Disbursement Plan Period** must be equal to or longer than the **Annual Work Period**. The **Disbursement Plan Period** can start before the **Annual Work Period** starts, but the **Disbursement Plan Period** date range must fully contain the **Annual Work Period** date range.
	Example: The academic work period is a 10-month period during which the worker earns the annual salary. You can either:
	• Define a compensation disbursement period that corresponds to the 10-month school year.
	• Disburse the annual salary in up to 12 monthly payments.

Result

By default, compensation calculations don't use **Annual Work Period** and **Disbursement Plan Period** settings. However, you can select the **Academic Pay Enabled** check box when you configure the compensation plan assigned to the position with the **Maintain Compensation Elements** task. Workday processes the compensation rate and payroll calculations as standard pay when:

• You assign an **Annual Work Period** and a **Disbursement Plan Period** to a position.
• But its assigned compensation plan isn't **Academic Pay Enabled**.

Next Steps

You can manage academic pay with these reports:

Report	Description
Audit – Employee Academic Pay Settings	Determine when there are employees that you don't properly configure for academic pay.
Employee Academic Pay Settings by Organization	Review academic pay settings by supervisory organization. Details include **Annual Work Period**,

Report	Description
	Disbursement Plan Period, **Pay Group**, **Total Base Pay**, and **Compensation Details**.
Employee FTE's	Review FTE information for one or more supervisory organizations and workers.

Related Information
Tasks

Steps: Set Up Reporting for IPEDS

Prerequisites

- Use academic appointments for all instructional faculty (not only tenured faculty).
- Workers must have 1 and only 1 primary appointment designated in the **Identifier** field.
- Use the **Maintain Localization Settings** task to hide the **Hispanic/Latino (Worker)** field.

Context

You can use these Workday standard reports to extract the Integrated Postsecondary Education Data System (IPEDS) data required to report to the National Center for Educational Statistics (NCES):

- **Number of Non-Instructional Staff by Occupational Category**
- **Number of Instructional Staff With Faculty Status On Tenure Track**
- **Number of Instructional Staff With Faculty Status Not On Tenure Track**
- **Number of Instructional Staff With Faculty Status Tenured**

Note: You're only extracting the data with these reports. Transform the data to the required format so that your reporting complies with application regulations. Workday enables you to track data for these reports, but doesn't assume responsibility for your compliance to regulatory reporting requirements.

This topic covers the configuration requirements for these reports.

Steps

1. Access the **Maintain Genders** task to map your genders to the Workday-delivered genders.

   Security: *Set Up: Contact Info, IDs, and Personal Data* domain in the Contact Information functional area.

2. Access the **Maintain Academic Ranks** task to map your academic ranks to the Workday-delivered academic ranks.

   Security: *Set Up: Academic Appointments and Related Data* domain in the Academic Faculty functional area.

3. Access the **Create Job Classification Group** or **Edit Job Classification Group** task to map your job classifications to the Workday-delivered IPEDS occupational categories.

   Select *Primary Function (IPEDS)* for the **Job Classification Group Mapping**.

   Security: *Set Up: Job* domain in the Jobs & Positions functional area.

   The **Number of Non-Instructional Staff by Occupational Category** report uses this job classification mapping.

4. Access the **Maintain Citizenship Statuses** task to map your citizenship statuses to the Workday-delivered citizenship statuses for IPEDS.

    Security: *Set Up: Contact Info, IDs, and Personal Data* domain in the Contact Information functional area.

5. Access the **Maintain Ethnicities** task to map your ethnicities to the Workday-delivered ethnicities.

    Security: *Set Up: Contact Info, IDs, and Personal Data* domain in the Contact Information functional area.

Next Steps

To gather additional diversity data for compliance with IPEDS reporting requirements, see Using Workday to Produce Report Data for IPEDS.

To identify positions and job profiles with ambiguous or overlapping job classifications, run the **Audit for Multiple Job Classifications in Same Group** report. This report helps you avoid potential errors in IPEDS or other regulatory reports that require you to classify employees by primary function.

Related Information
Tasks
Create Job Classification Groups
Reference
Reference: Edit Tenant Setup - Global
The Next Level: Data Collection for IPEDS HCM Staffing Reporting

Period Activity Pay

Steps: Set Up Period Activity Pay

Prerequisites

Create academic periods using the **Maintain Academic Periods** task.

Context

Set up period activity pay so you can pay your employees for activities they perform during a fixed period.

Steps

1. Access the **Edit Tenant Setup - HCM** task.

    • In the **Educational Institutions** section, select the **Enable Period Activity Pay** check box.
    • (Optional) In the **Compensation** section, select the **Route Business Processes Based on Costing Overrides** check box. If you add worktags on period activity pay assignments and set up the *Period Activity Pay* business process correctly, Workday routes business process steps to the managers associated with the worktags.

    Note: You can't disable this option after you select it and click **OK**.

    See Reference: Edit Tenant Setup - HCM.

2. Access the **Maintain Compensation Elements** task.

    Select the **Period Activity Pay Enabled** option on compensation elements you want to enable for period activity pay.

3. Set up cost centers to enable costing overrides:

   - Access the **Maintain Worktag Usage** task, select **Period Activity Pay Costing Allocation**, and add **Cost Center** to the **Primary Worktag Types**.

     Security: *Set Up: Enable Worktags* domain in the Common Financial Management and Worktags functional areas.

   - Access the **Maintain Organization Types** task, select **Costing** > **Cost Center**, and select **Yes** for **Available for Payroll Costing Allocation**.

     Security: *Set Up: Organization* domain in the Organization and Roles functional area.

4. (Optional) Access the **Maintain Custom Validations** report to configure custom validations for period activity pay.

   Custom validations enable you to warn or prevent users from submitting period activity events with invalid data combinations.

   We recommend not making configuration changes to custom validations while the *Period Activity Pay* business process is in progress. Any custom validations you create affect in-progress period activity processes.

5. (Optional) Access the **Configure Optional Fields** task.

   Select the *Period Activity Pay* functional area set the **Assignment - Customize Payments** field as *Not Enterable for All* or *Security Group* .

6. Access the **Maintain Period Activity Categories** task.

   Define the classifications of the activities. Example: degree program, credit course, or noninstructional.

   Security: *Set Up: Period Activity* domain in the Academic Faculty functional area.

7. Access the **Create Period Activity Unit** task.

   Define the unit types. Examples: Hours, students, or course credits.

   Security: *Set Up: Period Activity* domain in the Academic Faculty functional area.

8. Access the **Create Period Activity** task.

   Define the activity to assign to employees. Examples: Contact hours, lecturing, grading, running labs, or course development.

   For reporting purposes, you can select the **Instructional Activity** check box to identify period activities that are instructional activities.

   Security: *Set Up: Period Activity* domain in the Academic Faculty functional area.

9. (Optional) Access the **Create Period Activity Task** task.

   Use period activity tasks to provide a greater level of detail for an activity assignment. Example: Create a task named History 101 associated with the Lecturing activity. When you assign the Lecturing activity to the employee, you can include the History 101 task.

   Security: *Set Up: Period Activity* domain in the Academic Faculty functional area.

10. Create Period Activity Rate Matrix on page 255.

11. Access the **Maintain Event Categories and Reasons** task.

   Create categories and reasons for the *Period Activity* event.

   Security: *Set Up: Staffing* domain in the Staffing functional area.

12. Edit Domain Security Policies.

   Configure these domains in the Academic Faculty functional area:

   - *Self-Service: Period Activity Pay*
   - *Worker Data: Period Activity Pay*

13. Edit Business Process Security Policies.

Configure initiating actions on these business process security policies in the Academic Faculty functional area:

- *Period Activity Pay*
- *Period Activity Eligibility*

14. Create Custom Business Processes.

Configure these business processes in the Academic Faculty functional area:

- *Period Activity Pay*
- *Period Activity Eligibility*

a) (Optional) Configure Generated Documents.

Configure the *Generate Document* step as a subprocess on the *Period Activity Pay* business process to create, edit, and print documents in an event.

Workday recommends that you add the *Review Documents* step on the *Period Activity Pay* business process, after the *Generate Documents* step. The *Generate Documents* step inherits security from the *Period Activity Pay* business process security policy.

b) (Optional) Add Worklets to Business Processes.

Embed worklets on any step of the *Period Activity Pay* business process to display information from your custom reports to help users complete the step.

15. (Optional) Edit Business Processes.

Add the *Add Activity Pay* subprocess to the *Hire* and the *Add Additional Job* business processes.

Add the *End Activity Pay* subprocess to the *Terminate* and the *End Additional Job* business processes. The *End Activity Pay* step requires you to pay in full or forfeit any remaining pay balance for each activity assignment as of the **Pay Through Date**.

Note: If you don't end period activity payments at termination, the assignee could have unprocessed payments.

16. (Optional) Access the **Create Payroll Commitment Rule** task.

Use Workday Payroll to obligate the budget for workers who have period activity pay assignments.

Select the activity pay earning from the **Earning** field. Workday automatically populates the **Compensation Elements for Earning** field with the *Activity Pay* task.

Next Steps

Access the **Manage Period Activity Pay Assignments** task to assign activity assignments to an employee.

Related Information
Concepts
Concept: Workday Docs
Tasks
Create Compensation Elements
Create Payroll Commitment Rules
Configure Custom Validation Messages
Steps: Set Up Workday Docs
Reference
The Next Level: Compensation: Period Activity Pay for Higher Education
2021R1 What's New Post: Custom Validations for Period Activity Pay

Create Period Activity Rate Matrix

Prerequisites

- Define period activity categories and period activity unit types.
- Security: *Set Up: Period Activity* domain in the Academic Faculty functional area.

Context

The *Period Activity Pay* business process uses rate matrices to determine a unit rate for a period activity category and unit type combination.

Steps

1. Access the **Create Period Activity Rate Matrix** task.
2. As you complete the task consider:

Field	Description
Employee Eligibility Rules	Specifies which employees can use the matrix during the period activity pay assignment process.
	Note: For the eligibility rule definition to apply to the rate matrix, the employee and their position must exist for all fields available. Run the **Manage Period Activity Pay Assignments** task after the *Hire* or *Add Job* business processes complete.
(Optional) Minimum/Default Rate	Use when there is:
	- No **Accelerator**.
	- An **Accelerator**, but **Accelerator Base** is empty.
	- An **Accelerator** and an **Accelerator Base**, but the **Minimum/Default Rate** is higher than the accelerated rate during the past academic year.
(Optional) Accelerator	The accelerator rate calculation uses the highest rate from the **Minimum/Default Rate** and the **Accelerator Base**.

Result

Workday uses **Minimum/Default Rate** and the **Accelerator** to determine the unit rate when you assign activities using the **Manage Period Activity Pay Assignments** task.

Next Steps

Assign period activities to employees.

Related Information
Tasks

Manage Period Activity Pay Assignments

Prerequisites

- Set up period activity pay.
- Assign pay group to employee and employee position.
- Security: *Period Activity Pay* in the Academic Faculty functional area.

Context

You can use the **Manage Period Activity Pay Assignments** task to assign new or adjust existing activity assignments during an academic period.

Note: As a best practice, before terminating an employee, update the total amount of the activity payment.

Steps

1. Access the **Manage Period Activity Pay Assignments** task.
2. As you complete the task, consider:

Option	Description
Effective Date	Select a date that's on or after the employee's *Hire Date*.
	You can configure period activity pay assignments for a worker's current or future primary position.
	Example: An adjunct faculty member has a future-dated academic appointment and currently has an existing period activity pay assignment. You can assign a period activity pay assignment for a future primary position and still manage assignments for their current primary position.
Eligible Activities	You can select activities here if you assigned eligible activities to the employee using the **Assign Eligible Period Activities for Employee** task.
	Workday displays only those activities that the employee is eligible for on or after the **Effective Date**.

Your configuration of the **Quick Entry Choices** section automatically populates the **Units** and **Compensation** columns for each activity on each assignment in the subsequent step.

3. Click **OK**.
4. As you complete the task, consider:

Option	Description
Work Hours Per Week, Work Hours Per Activity Period, and Weekly Service Hours	Available if you activated on the **Maintain Localization Settings** task. You can use these fields to track work and service hours for reporting and regulatory requirements.
Costing Overrides	These settings override worktags from the *Change Organization Assignments* and *Assign Costing Allocation* processes and enable you

Option	Description
	to adjust the costing settings for each activity assignment.
	If you enable **Apply Payroll Costing Validations to Period Activity Pay Costing Overrides** in the Educational Institutions section on the **Edit Tenant Setup - HCM** task, any costing validations configured on the **Maintain Payroll Costing Validations** task apply to costing overrides on this task.
	For more control of payroll expense reporting, you can configure related worktags on the **Maintain Related Worktag Usage** task. Example: Configure Cost Center as a related worktag for one-time payments.
	Overrides for each organization type must add up to 100%. To override the default assignment, you can configure 1 override at 100%.
	You can also add, delete, or change overrides after the assigned activity begins.
	Select a **Payment End Date** equal to the **Pay Group Period End Date** to ensure costing overrides resolve in the current period pay results.
Do Not Pay	Select if you're only recording the activities and don't want to process payment.
Customize Payments	Override the payment amount and work and service hours, if enabled in your organization.
	Available only when you've configured the total amount, the payment start and end dates, and when **Do Not Pay** isn't selected.
	The **Customized** check box, if selected, indicates the schedule is customized.
	Note:
	• If you select **Do Not Pay** at a later time, Workday deletes your customized payment configuration. • Workday won't regenerate the payment schedule when you make subsequent edits to fields that would increase or decrease the number of payments or increase the monetary or hours totals for the assignment. Workday retains your changes on the schedule and alerts you to review the schedule before submitting the event.
Assigned Unit Rate/Total Amount	When you first assign an activity to an employee, Workday uses the period activity rate matrix to populate these fields. If you change an employee's activity, Workday doesn't evaluate the period activity rate matrix again. However, for

Option	Description
	reference, Workday displays the rate matrix used for the original assignment. To change an employee's activity and automatically populate these fields: • Delete the row for their existing activity. • Create a new row for the new activity.

Before submitting, verify that your payment totals add up to the totals defined for the assignment.

Next Steps

You can view current and historical period activity, compensation, and pay change history from the worker profile. Other reports include:

- **Period Activity Pay Assignments**
- **Period Activity Payment Details**
- **Eligible Period Activities for Employee**
- **Activity Pay - Remaining Balance Costing Estimates**
- **Audit - Inactive Employee Jobs with Open Activity Pay**

Workday recommends that you avoid using on-demand checks to pay employees for period activities. Workday doesn't include on-demand check payments on period activity pay reports. If you use on-demand checks, then manually adjust the **Total Amount** to avoid double payment.

Related Information
Tasks
Steps: Set Up Period Activity Pay on page 252
Assign Pay Group to Employee
Reference
2023R1 What's New Post: Modify Period Activity Assignment Payment Schedule

Concept: Period Activity Pay

Period activity pay enables you to pay employees for fixed-term activities and payment arrangements. You can associate activities with period activity pay, and assign an employee with activities, date ranges, and pay amounts. With Workday Student, you can assign period activity pay to an instructor that's teaching assigned course sections.

Example: Assign an adjunct professor to teach Economics 101 for the upcoming Fall semester and pay them an agreed-upon compensation on a schedule that matches the activity dates.

When the *Period Activity Pay* business process completes, it generates a scheduled payments list that Workday Payroll processes. The *Period Activity Pay* business process doesn't support payroll integrations.

Workday uses assignment payment dates, the total amount for the activity, and the employee's pay group to calculate the amount and number of payments.

Whenever you change period activity assignments, Workday might recalculate the payment schedule and amount. Workday changes the scheduled payment amounts in response to changes that affect the total amount. Extending the payment end date results in more but smaller payments.

You can access the **Customize Payments** button on the **Manage Period Activity Pay Assignments** task to override the default payment amount and work and service hours, if enabled in your organization. You can't customize payments through a web service or from the *End Period Activity Pay* business process.

Workday reacts to pay group changes affecting period activity pay assignments, provided you have set up Retro processing in Workday Payroll.

After a pay group change, Workday:

- Updates the number of payments for an existing assignment when the pay group change alters the pay frequency. Example: If the pay group changes frequency from Monthly to Bi-weekly, Workday updates the number of payments from 4 to 8.
- Won't regenerate a payment schedule for an assignment on in-progress events.
- Won't retain any customized payments configured on the **Manage Period Activity Assignments** task. Workday regenerates the schedule as the default schedule.

Workday compares the **Effective Date** of the pay group change to the period activity assignment **Payment Start Date** to determine which assignments to update.

Workday adds a comment to the period activity pay event regarding the updated schedule.

You can rescind period activity pay events including those assignments Workday Payroll has processed. Workday retracts the payment within Payroll, provided you've configured it to do so.

The order in which you can rescind events is based on the **Initiated On** date. If you've configured Workday Payroll to do so, any full or partial payments for rescinded events paid through Workday Payroll can also be retracted in Workday Payroll.

Related Information
Concepts
Concept: Workday Docs
Tasks
Steps: Set Up Workday Docs
Reference
The Next Level: Compensation: Period Activity Pay for Higher Education

Student Employment

Steps: Hire Students

Prerequisites

- Create jobs and positions.
- Create students in Workday Student or external students in Workday Human Capital Management.

Context

Workday enables you to hire students using the **Hire Student** task, enabling you to take advantage of their workforce potential, while also providing students with valuable work experiences. You can track student worker employment.

Steps

1. Edit Domain Security Policies.

   Configure the *Staffing Actions: Hire Student* domain in the Staffing functional area to provide access to the **Hire Student** task.

2. Edit Business Process Security Policies.

   Configure the **Hire Student** initiating action in the *Hire* business process security policy in the Staffing functional area.

3. Configure the *Hire* business process definition in the Staffing functional area.

   See Steps: Configure Business Process Definitions.

4. Configure the *Add Additional Job* business process definition and security policy in the Staffing functional area.

5. (Optional) Access the **Maintain Event Categories and Reasons** task.

   Create categories and reasons for hiring and adding additional jobs for students.

   Security: *Set Up: Staffing* domain in the Staffing functional area.

6. (Optional) Access the **Edit Tenant Setup – HCM** task.

   Select the **Reuse Student ID for Worker ID** check box.

   See Reference: Edit Tenant Setup - Student.

7. Access the **Hire Student** task.

   Hire students.

Result

Workday automatically generates a pre-hire. If a student is already an employee, Workday guides you to add an additional job.

Steps: Hire Inactive Students and Inactive External Students

Prerequisites

• Create jobs or positions.
• Manage inactive student or inactive external student records.

Context

Workday enables you to hire these worker types using the **Hire Employee** task, enabling you to take advantage of their workforce potential:

• Inactive external students.
• Inactive students.

Steps

1. Edit Domain Security Policies.
   a) Select the Staffing functional area.
   b) Configure access to the *External Student Data: Student Public Reports* domain security policy.
   c) Select the Student Core functional area.
   d) Configure access to the *Student Data: Student Profile* domain security policy.

2. Edit Business Process Security Policies.

Select the Staffing functional area. Configure any of these *Hire Employee* initiating actions on the *Hire* business process:

- Search for pre-hires, former workers, inactive students, or inactive external students.
- Hire an employee from the related actions menu of a pre-hire, former worker, inactive student, or inactive external student.
- Search for existing pre-hires, former workers, inactive students, inactive external students, or create a new pre-hire.

Next Steps

Access the **Hire Employee** task to hire an inactive student or inactive external student.

Steps: Contract Inactive and Inactive External Students

Prerequisites

- Create jobs or positions.
- Manage inactive student or inactive external student records.

Context

Workday enables you to contract these worker types using the **Contract Contingent Worker** task, enabling you to take advantage of their workforce potential:

- Inactive external students.
- Inactive students.

Steps

1. Edit Domain Security Policies.
   a) Select the Staffing functional area.
   b) Configure access to the *External Student Data: Student Public Reports* domain security policy.
   c) Select the Student Core functional area.
   d) Configure access to the *Student Data: Student Profile* domain security policy.
2. Edit Business Process Security Policies.

Select the Staffing functional area. Configure any of these *Contract Contingent Worker* initiating actions on the *Contract Contingent Worker* business process:

- Contract a contingent worker from the related actions menu of a pre-hire, former worker, inactive student, or inactive external student.
- Search for existing pre-hires, former workers, inactive students, inactive external students, or create a new pre-hire.

Next Steps

Access the **Contract Contingent Worker** task to contract an inactive student or inactive external student.

Steps: Set Up Student Employment Eligibility Verification

Prerequisites

- Create jobs and positions.

- Set up students in Workday Student or external students in Workday Human Capital Management.

Context

Verify student employment eligibility using either condition rules or a custom integration with your third-party student system. You can verify student employment eligibility before or during staffing processes, and schedule continuous verification for all your active student workers.

Steps

1. Edit Business Process Security Policies.

   Configure the *Verify Student Employment Eligibility* business process security policy in the Staffing functional area.

2. Configure the *Verify Student Employment Eligibility* business process.
   a) Access the *Verify Student Employment Eligibility business process definition.*
   b) **Configure Student Employment Eligibility Service**.

      Select either an integration system or an internal evaluation.

      See Set Up integration system for Student Employment Eligibility on page 263.

      See Set Up Internal Evaluation for Student Employment Eligibility on page 264.
   c) (Optional) Configure the Review step so that it's skipped if a student is eligible.

      Configure a condition rule using the **Student Is Eligible for Employment** report field.

3. Enable *Verify Student Employment Eligibility* business process as a subprocess, before the completion step, of these business processes:

   - *Add Additional Job*
   - *Change Job*
   - *Hire*
   - *Offer*

4. (Optional) Configure these tasks:

   - **Mass Re-verify Student Employment Eligibility**
   - **Pre-verify Student Employment Eligibility**
   - **Schedule Student Employment Eligibility Job**

   Security: *Set Up: Student Employment Eligibility Rules* and *Staffing Actions: Verify Student Employment Eligibility* domains in the Staffing functional area.

Result

You can verify student employment eligibility during staffing transactions. If you select an internal evaluation, then you can verify student employment eligibility before employment. Once employed, you can schedule continuous employment eligibility verification for all your active student workers. If you chose an integration system, then you can verify student employment eligibility only during staffing transactions.

The Review step on the *Verify Student Employment Eligibility* business process identifies the student's eligible status, and, if applicable, reasons for ineligibility. If there are critical reasons for ineligibility, then the user can't approve the staffing transaction. Users can rerun the student employment eligibility process on the Review step to check for updates to the student's eligibility status.

Set Up integration system for Student Employment Eligibility

Prerequisites

- Configure the *Verify Student Employment Eligibility* business process security policy in the Staffing functional area.
- Security:
  - *Business Process Administration* or *Manage: Business Process Definitions* domain in the System functional area.
  - *Staffing Actions: Verify Student Employment Eligibility* in the Staffing functional area.
  - *Student Data: Employment Eligibility* domain in the Staffing functional area.

Context

You can use your third-party student information system to determine students' employment eligibility on the *Verify Student Employment Eligibility* business process by configuring an integration service step.

Steps

1. Create a Workday Studio integration to request and receive student employment eligibility verification from your third-party system.

   Use these web services for your integration:

Option	Description
Get Student Employment Eligibility Data	Sends student employment information to the third-party application. In addition to the Workday-delivered fields in the web service, you can include additional calculated fields in this web service by using Workday Reports as a Service.
Put Student Employment Eligibility Status	The eligibility response from the third-party system, including eligibility status, reasons for ineligibility and whether or not the ineligibility reasons are critical.

2. Configure the *Verify Student Employment Eligibility* business process.
   a) Access the *Verify Student Employment Eligibility business process definition*.
   b) Order the business process steps as shown.

Order	If	Type	Specify	Optional	Group
a		Initiation		No	
b		Service	Student Employment Eligibility Service	No	
c	Integration response has not been received?	Service	Student Employment Eligibility Integration	No	

Order	If	Type	Specify	Optional	Group
	(Workday Owned)		In Progress Service		
d		Action	Review Student Employment Eligibility	No	HR Administrator, Implementers, Manager

c) Click **Configure Student Employment Eligibility Service** on step **b**.

d) Select the integration system for your custom integration.

Related Information

Tasks

Create Integration System

Set Up Internal Evaluation for Student Employment Eligibility

Prerequisites

- Configure the *Verify Student Employment Eligibility* business process security policy in the Staffing functional area.
- Security: *Set Up: Student Employment Eligibility Rules* in the Staffing functional area.

Context

Create rules and combine them into rule sets to provide custom evaluation criteria on the *Verify Student Employment Eligibility* business process.

Steps

1. Access the **Create Student Employment Eligibility Rule** task.

   Use report fields to create condition rules that define employment eligibility.

2. Access the **Configure Student Employment Eligibility Rule Set** task.

   Select where you want to apply the rule set.

3. As you complete the task, consider:

Option	Description
Eligibility Rule	Students who don't meet these rules are ineligible for employment.
Reason for Ineligibility	Describe why students are ineligible.

   Note: You can apply only 1 rule set when verifying student employment eligibility. You can't evaluate eligibility if you have rule sets with conflicting criteria.

4. Configure the *Verify Student Employment Eligibility* business process.

   a) Access the *Verify Student Employment Eligibility business process definition*.

   b) Click **Configure Student Employment Eligibility Service**.

   c) Select **Internal Evaluation**.

Concept: External Students

External students are people in Workday whose information originated from an external student information system. The **External Student Record** business object is available on the Workday Human Capital Management application, and is only for academic appointments, committees, and staffing processes.

With Workday Studio, you can create a custom integration using the *Import External Student Information* web service. Importing external students' personal and academic information into Workday creates **External Student Record** business objects. When importing, Workday recommends linking external students to existing pre-hires and workers. You can use this web service to ensure that your external student's personal information is up to date in Workday. To update the personal information of external students who are workers, you must use the related action on their worker profile.

Note: Avoid creating duplicate records in Workday. You can link the reference IDs of existing pre-hires and workers to the external students before importing.

Related Information
Concepts
Concept: Enterprise Interface Builder
Setup Considerations: Student Expense Reports
Tasks
Steps: Set Up Contact Information

U.S. Federal Government

Human Capital Management - Federal

Recruiting

Steps: Set Up Veteran's Preference for Recruiting

Prerequisites

- Opt in to the **External Career Site Apply Flow Improvements** feature through the **Maintain Feature Opt-Ins** report.
- Configure the list of veteran's preferences for the United States of America on the **Maintain Veteran's Preferences** task.

Context

You can configure the apply flow for U.S. jobs to include a section for external candidates to claim their veteran's preference with their job application.

An adjudicator can determine the credibility of a candidate's veteran's preference.

You can configure the candidate list grid to include veteran's preference data for recruiters to consider while reviewing applications.

Steps

1. Edit Domain Security Policies.

   Edit these domain security policies in the Recruiting functional area:

   - *Candidate Data: Veterans Preference*
   - *Process: Adjudicate Candidate Information*

2. Access the Edit External Career Site task.

   In the the **Apply - Personal Information (U.S.)** section, add and configure these fields to the **Personal Information - U.S.** grid:

   - *Veteran's Preference*
   - *Veteran's Preference Attachments*

   Security: *Set Up: Career Sites* domain in the Recruiting functional area.

3. Create a custom grid for adjudicators to review claimed veteran's preferences.

   See Example: Create a Custom Job Application Adjudication Grid on page 266.

4. Access the **Maintain Candidate List Assignment** task.

   Select the custom grid in the **Job Application Adjudication Grid** prompt.

   Security: *Set Up: Recruiting* domain in the Recruiting functional area.

5. (Optional) Configure the candidate list grid to include veteran's preference fields for recruiters to view candidates' claimed or adjudicated veteran's preferences.

   See Steps: Maintain Custom Candidate List Grids.

Result

Candidates applying to a U.S.-based position on the external career site can claim their veteran's preference and upload up to 5 supporting documents on the Voluntary Disclosures page of their application.

Veteran's preference data won't be stored on the candidate profile. Once an external candidate submits their application, they won't be able to change their veteran's preference.

Next Steps

Adjudicators can use the **Adjudicate Active Candidate Information** report to adjudicate the candidates' veteran's preferences.

Related Information
Examples
2024R2 Feature Release Note: U.S. Federal Veteran's Preference

Example: Create a Custom Job Application Adjudication Grid

This example illustrates how to configure a custom job application adjudication grid for the **Adjudicate Active Candidate Information** report.

Context

You want to set up a custom grid to display the candidates' submitted veteran's preference information to help adjudicators to evaluate and determine the merit of candidates' claimed veteran's preferences.

Prerequisites
Security: *Grid Management* domain in the System functional area.

Steps

1. Access the **Create Grid Configuration** task.

2. Click **Create Blank Configurable Grid**.

3. Select *Job Application Adjudication* from the **What type of grid do you want to create?** prompt.

4. Enter *Job Application Adjudication Grid* in the **Name** field.

5. Click **OK**.

6. In the **Individual Columns** grid, select:

Column Type	Business Object	Field
Read Only	Job Applications, Prospects and Referrals	*Claimed Veteran's Preference Type*
Read Only	Job Applications, Prospects and Referrals	*Veteran's Preference Attachments*

7. In the **Grouped Columns** grid, select:

Column Group	Editable	Field
Adjudication Information	*Editable*	*Adjudicated Veterans Preference Type*
	Editable	*Adjudication Status*

8. Click **OK**.

Next Steps

Select the configured grid from the **Job Application Adjudication Grid** prompt on the **Maintain Candidate List Assignment** task.

Staffing

Steps: Set Up Personnel Action Request (PAR)

Prerequisites

- *Set Up: Position* domain in the Jobs & Positions functional area.
- *Set Up: Tenant Setup - HCM* domain in the System functional area.

Context

You can add, remove, or inactivate codes to track data for Personnel Action Requests (PAR). The Office of Personnel Management (OPM) gives you these codes.

You can use these web services (secured to the *Set Up: Position* domain) to load and retrieve data in bulk on the **Personnel Action Request Setup** report:

- *Get Nature of Actions*
- *Get Legal Authorities*
- *Get Remarks*
- *Get Personnel Action Request Status on Mass Action*
- *Put Nature of Action*
- *Put Legal Authority*
- *Put Remark*
- *Put Personnel Action Request Status on Mass Action*

Steps

1. Access the **Personnel Action Request Setup** report.

2. As you configure Nature of Actions, consider:

Option	Description
Nature of Action Series Column	You can sort the Nature of Action series by **Explanation** or by **Code**. Select a specific series to add codes to it.
Code	Enter the 3-digit Nature of Action code that the OPM gave you. Enter the code that's within the series you selected.
Explanation	Enter the **Explanation** that the OPM gave you for the code. You can also configure parameters by adding curly brackets around text. You can set up multiple parameters for a single explanation. Example: For Nature of Action code *730*, you enter *Detail NTE {Date}*.
Configure Parameters	Available when you enter an **Explanation** with a parameter in curly brackets. Select either text or date as the data type for the parameter. Example: You enter *Detail NTE {Date}* in the **Explanation** column. You **Configure Parameters**, and select *Date* as the data type. When a user selects the code on the Personnel Action Request business process step, Workday prompts them to enter the date from a calendar date picker. The date entered by the user replaces the *{Date}* parameter placeholder.
Configure Personnel Action Request Blocks to show empty	Select blocks that need to be left empty for specific nature of action.
Don't Require Legal Authority or Remark	Select this check box for codes that don't require a Legal Authority or Remark based on OPM guidelines.
Inactive	When selected, the code doesn't display when you configure Legal Authorities and Remarks. The code also doesn't appear when entering a PAR. You can't edit a Nature of Action once it's **In Use**. To modify an active Nature of Action, inactivate it and create a replacement.
In Use	Automatically selected when you use the code on a Legal Authority, Remark, or PAR.

3. As you configure Legal Authorities, consider:

Option	Description
Code	Enter the Legal Authority code that the Office of Personnel Management (OPM) gave you.
Explanation	Enter the **Explanation** that the OPM gave you for the code. You can also configure parameters for PAR steps by adding curly brackets around text. You can set up multiple parameters for a single code.

Option	Description
	Example: For Legal Authority code *AYM,* you enter *AYM - DIRECT-HIRE AUTHORITY {CITE OPM AUTHORITY} AND {ENTER DATE}.*
Configure Parameters	Available when you enter an **Explanation** with a parameter in curly brackets. Select either text or date as the data type for the parameter. Example: You enter an Explanation of *AYM - DIRECT-HIRE AUTHORITY {CITE OPM AUTHORITY} AND {ENTER DATE}*. You **Configure Parameters** and select: • Text as the data type for the *{CITE OPM AUTHORITY}* parameter. • Date as the data type for the *{ENTER DATE}* parameter. When a user selects the code on the *Personnel Action Request* business process step, Workday prompts them to enter the information. The information entered by the user replaces the parameter placeholder.
Nature of Action Codes	Select the specific Nature of Action codes that are applicable to this Legal Authority based on OPM guidelines.
Inactive	When selected, the Legal Authority code doesn't display when entering a PAR. You can't edit a Legal Authority once it's **In Use**. To modify an active Legal Authority, inactivate it and create a replacement.
In Use	Automatically selected when you use the code on a PAR.

4. As you configure Remarks, consider:

Option	Description
Code	Enter the Remark code that the Office of Personnel Management (OPM) gave you.
Explanation	Enter the **Explanation** that the OPM gave you for the code. You can also configure parameters for PAR steps by adding curly brackets around text. You can set up multiple parameters for a single code. Example: For Remark code C13, you enter *C13 - Also corrects {code and nature of action} effective {date}, item {number}, from {enter item info}.*
Configure Parameters	Available when you enter an **Explanation** with a parameter in curly brackets. Select either text or date as the data type for the parameter. Example: You enter an Explanation of *C13 - Also corrects {code and nature of action} effective*

Option	Description
	{date}, item {number}, from {enter item info}. You Configure Parameters, and select: • Text as the data type for the *{code and nature of action}*, *{number}*, and *{enter item info}* parameters. • Date as the data type for the *{date}* parameter. When a user selects the code on the *Personnel Action Request* business process step, Workday prompts them to enter the information. The information entered by the user replaces the parameter placeholder.
Nature of Action Codes	Select the specific Nature of Action codes that are applicable to this Remark based on OPM guidelines.
Inactive	When selected, the Remark doesn't display when entering a PAR. You can't edit a Remark once it's **In Use**. To modify an active Remark, inactivate it and create a replacement.
In Use	Automatically selected when you use the code on a PAR.

5. (Optional) Enable the *Personnel Action Request* business process for these mass actions in the Compensation functional area:

   - **Set Up Compensation Step Adjustment**
   - **Mass Operation Management – Calculated Plan Assignment Updates**
   - **Schedule Automatic Step Progression**

   You can rescind a PAR-enabled compensation step adjustment mass action event and auto-generate PAR cancellation events. See Rescind Compensation Step Adjustment.

6. Access the **Maintain Federal Field Values** task.

   Map certain Staffing and Compensation PAR fields to existing Workday fields.

Option	Description
Personnel Office	Custom organization types that you configure display here. You can define one of them as your **Personnel Office**. The organization type that you select displays on Block 48 Personnel Office Identifier on the PAR. You can only view and select custom organizations with these check boxes selected section on the **Maintain Organization Types** task: • **Show in Change Organization Assignments and Job Requisition** • **Allow Reorganization Tasks (like Move Workers, Assign Workers)** • Position Assignment **Required** • Position Assignment **Unique**

Option	Description
Appropriation Code	Select either the Fund or Cost Center organization type. The organization type displays in the Appropriation Code field on the PAR. Example: You map the Appropriation Code to the Fund organization type. The Fund organization for the worker's position displays in Block 36 on their PAR.
SF-50 Approving Official	Select an assignable role you configured in the **Maintain Assignable Roles** task. You can only view and select assignable roles that you **Enable** for the custom organization type you select in the **Personnel Office** prompt. Workday displays the legal name and job profile of the worker assigned to this role in Block 50 on all PARs.
Total Salary	Select a configurable compensation basis that's active. Workday displays the compensation basis on the PAR in Block 12 Total Salary and Block 20 Total Salary/Award.
Basic Pay	Select an active configurable compensation basis. Workday displays the compensation basis on the PAR in 12A Basic Pay and Block 20A Basic Pay. Example: You create a basic pay compensation basis that uses an eligibility rule for federal workers.
Locality Adjustment	Select an active configurable compensation basis. Workday displays the compensation basis on the PAR in 12B Locality Adj. and Block 20B Locality Adj.
Adjusted Basic Pay	Select an active configurable compensation basis. Workday displays the compensation basis on the PAR in 12C Adj. Basic Pay and Block 20C Adj. Basic Pay.
Other Pay	Select an active configurable compensation basis. Workday displays the compensation basis on the PAR in 12D Other Pay and Block 20D Other Pay. Example: All Allowanced.
Pay Rate Determinant	Select an active job classification group. Workday displays the job classification in Block 29 Pay Rate Determinant. Example: Fed Pay Rate Determinant.

Next Steps

Configure the *Personnel Action Request* business process.

Steps: Configure the Personnel Action Request Business Process

Prerequisites

- Configure the *Personnel Action Request* business process and security policy in the Staffing functional area.
- These domains in the System functional area:
  - *Business Process Administration*
  - *Manage: Business Process Definitions*

Context

You can configure the *Personnel Action Request* business process to help you prepare for the SF-50 Notification of Personnel Action form.

Steps

1. Edit Business Process Security Policies.

   Select the Staffing functional area and add the appropriate security groups.

2. Edit Business Processes.

   Configure the default definition for the *Personnel Action Request* business process. You can select the allowed security groups for the steps, including the *Certify Personnel Action Requests* step.

   Configure the *Personnel Action Request* business process as a subprocess for the following business processes in the Staffing functional area:

   - *Hire*
   - *Change Job*
   - *Termination*
   - *Service Dates Change*
   - *Add Job*
   - *End Job*

   For the following business processes in the Absence functional area:

   - *Request Leave of Absence*
   - *Request Return from Leave of Absence*
   - *Request Time Off*

   For the following business processes in the Compensation functional area:

   - *Request Compensation Change*
   - *Request One-Time Payment*
   - *Request Quality Step Increase*
   - *Within Grade Increase Notification*

   For these business processes:

   - *Change Benefits for Life Event* business process in the Benefits functional area.
   - *Change Personal Information* business process in the Personal Data functional area.
   - *Legal Name Change* business process in the Contact Information functional area.

3. Steps: Set Up Custom Staffing Fields.

   Configure fields for Personnel Action Request (PAR) processing.

Result

Based on your configuration, Workday initiates the *Personnel Action Request* business process whenever users initiate any of the applicable business processes. You can complete, revise, and certify personnel changes for federal employees .

You can use these initiating actions on completed PAR business process events:

• Correct
• Cancel

You can only correct or cancel a PAR business process event that you initiated in Workday. Workday routes PAR corrections and cancellations for certification. When cancel PAR or correct PAR are in progress, you have the ability to cancel the business process event.

The **Print Notification of Personnel Action (SF-50)** task (secured to the *Reports: Personnel Action Request* domain) enables you to generate a printable version of the SF-50 form.

Benefits

Create Standard Forms for Benefits

Prerequisites

Security: *Manage: Standard Forms* in the Benefits functional area. Ensure security groups have *Modify* permission.

Security: *Manage: Enrollment Event Remarks* in the Benefits functional area.

Configure the *SF 2810 Event* business process default definition and security policy in the *Benefits* functional area.

Access the **Configure Optional Fields** task, select **Benefits**, and delete the row labeled *Federal* for each option.

Context

View and print an unofficial copy of these U.S. federal documents as a part of employee benefit events, including open enrollment and life change events:

• Standard Form 2809 (Health Benefits Election).
• Standard Form 2810 (Notice of Change in Health Benefits Enrollment)
• Standard Form 2817 (Life Insurance Election)

Employees can view and print these forms when they complete a benefit event, and administrators can review completed forms.

Steps

1. Edit Business Processes.

   Add the *SF 2810 Event* business process as a step after the completion step in these business processes:

   • *Change Benefits for Life Event*
   • *Legal Name Change*

   You can also add this business process as a step in the *Hire* and *Termination* business processes if your organization desires.

2. Access the **Maintain FEGLI Codes** task.

   Ensure insurance codes are mapped to the appropriate SF 50 code. You can find these combinations on SF 2817.

3. Access the **Maintain FEGLI Plan Mapping** task.

   Map FEGLI plan types to your tenanted FEGLI insurance plans.

4. Access the **Maintain Benefit Coverage Types** task.

   Open the **Health Care Coverage Types** section and ensure your FEHB coverage type has the *Medical* check box selected.

5. Populate the **Code** field on your Pay Group with your payroll office identifier.

   This step populates the payroll office identifier section in SF 2809 and SF 2810. Run the **View Pay Group** report and navigate to your payroll office. Then select **Organization** > **Edit Name / Code** from the related actions menu of the pay group. If you need to create a new pay group for a new payroll office, see Set Up Pay Groups.

6. Set up a federal service center and tie it to pay groups.

   See Set Up a Federal Service Center and Tie It to Pay Groups. This step enables Workday to derive more information for specific sections in SF 2809 and SF 2810.

Result

Workers can select the *View SF 2809*, *View SF 2810*, or *View SF 2817* button after they complete a benefit event.

Next Steps

To initiate a *SF 2810 Event* event ad hoc, access the **Add SF 2810 - Change in Health Benefits Enrollment** task.

To review a worker's completed Standard Forms, access the related actions menu of the worker's profile and select **Benefits** > **View Standard Forms** .

To add remarks to a Standard Form or benefit event, access a worker's Benefit Election History. Then from the related actions menu of a benefit event, select **Benefits** > **Update Event Remarks**.

Related Information
Tasks
Steps: Set Up Benefits
Create Health Care Coverage Targets
Examples
2023R2 What's New Post: U.S. Federal Standard Forms for Benefits Election and Enrollment

Set Up a Federal Service Center and Tie It to Pay Groups

Prerequisites

Set up SF 2809 and SF 2810. See Create Standard Forms for Benefits.

Context

Workday enables Standard Forms 2809 and 2810 to derive the Payroll Office Contact and Payroll Telephone Number from a worker's service center and associated pay group.

Steps

1. Access the **Create Service Center** task. Enter a name and phone number.

   Workday suggests using the name of your payroll service as the name of the service center. These are the values that will populate as Payroll Office Contact and Payroll Telephone Number on SF 2809 and SF 2810.

2. Access the **Create Service Center Representative** task.

   Select the service center you created in the **Service Center** field.

3. Access the **Maintain Assignable Roles** task. Create a new row.

As you complete this task, consider:

Option	Description
Role Name	Consider using the name of your payroll service.
Workday Role	Select *Federal Service Center Contact*. This option ensures that Workday knows where to derive the correct name and phone number for the Standard Forms.
Enabled for	Select *Pay Group*.
Restricted to Single Assignment	Select this check box.
Assigned/Reviewed by Security Groups	Select the security groups that should have the ability to assign this role to pay groups. Example: *Security Administrator* or *HR Organization Administrator*.

4. Assign the service center representative and role to the applicable pay groups.

Navigate to the applicable pay group, and from the related actions menu select **Roles** > **Assign Roles**, then add a new row. Next, consider:

Option	Description
Role	Select the assignable role you created.
Assign to	Select the service center representative you created.

Result

Workday populates these fields where applicable on SF 2809 and SF 2810:

- Payroll Office Contact
- Payroll Telephone Number

These fields are derived from the name and phone number configured on the Federal Service Center representative assigned to the worker's pay group.

Example

Next Steps

Compensation

Rescind Compensation Step Adjustment

Prerequisites

Enable PAR for the **Set Up Compensation Adjustment** mass action. See Steps: Set Up Personnel Action Request (PAR).

Context

You can rescind a PAR-enabled compensation step adjustment. Rescinding enables you to cancel all employee compensation events in the step adjustment event, and their associated personnel action requests, without sending individual PAR cancellation notifications to HR specialists.

Steps

Access the **Rescind Compensation Step Adjustment** task from the related actions menu of a PAR-enabled **Set Up Compensation Step Adjustment** event.

Workday populates the **5-A and 5-B Nature of Action** field with *001-Cancellation*. If an event has 2 Nature of Action codes, Workday also populates the **6-A and 6-B Nature of Action** field.

Result

Workday generates and auto-completes PAR cancellation events. If a compensation event contained 2 Nature of Action codes, Workday generates and auto-completes a PAR cancellation event for each code.

Related Information
Tasks
Steps: Configure the Personnel Action Request Business Process on page 272
Set Up Adjustments to Compensation Steps
Steps: Set Up Mass Actions

Integrations - Federal

Create Integration Transformation - Federal

Prerequisites

- Determine which type of integration transformation you need (custom report, delivered, or XSLT attachment) to convert the source data to a format that the target endpoint can read.
- Security: *Integrations: EIBs* domain in the Integration functional area.

Context

Create a transformation associated with an Enterprise Interface Builder (EIB) integration in your tenant. You can use a Workday-delivered transformation or your own custom transformation.

Steps

1. Access the task for the type of transformation that you want to create:

   - **Create Custom Report Transformation**
   - **Create XSLT Attachment Transformation**

2. Configure the transformation:

Option	Description
Custom Report Transformation	Select the source Custom Report from the prompt. To customize the report transformation, access the EIB and select **Enterprise Interface** > **Configure Transformation** from the related actions menu of the EIB.
XSLT Attachment Transformation	From the **XSLT Version Used in Attachment** prompt, select the version of the XSLT file you're uploading. Workday recommends that you upload version *3.0* files. Workday displays this version when you view an inbound or outbound integration system.

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Option	Description
	Select **Browse** and upload your XSLT file.

3.

Next Steps

If you created a Custom Report Transformation, configure the transformation to specify how the Custom Report formats the output.

Related Information
Tasks
Set Up Custom Report Transformation

OPM Connector: EHRI

Steps: Set Up OPM Connector: EHRI

Prerequisites

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

Context

You can create and configure the OPM Connector: EHRI to export the:

- EHRI Status file that includes a record of each employee's personnel data as of the last day of a calendar month.
- EHRI Dynamics file that includes Personnel actions that you've processed for the employees based on your bi-weekly reporting period.

Steps

1. Create Integration System.
   a) Enter OPM Connector: EHRI at the **New using Template** prompt.
   b) Workday recommends that you create two different integration systems, one for Status and Dynamics. Example: You want to create an integration system that runs monthly for Status and bi-weekly for Dynamics.
2. Enable one or more of these integration services on the **Configure Integration Services** task.

   For Status:

   - **EHRI Status Data File Data Initialization Service**
   - **EHRI Status Filename Sequence Generator**

   For Dynamics:

   - **EHRI Dynamics Data File Data Initialization Service**
   - **EHRI Dynamics Filename Sequence Generator**

   The filename sequence generator applies a custom-formatted, unique filename to each integration file. When selected, you need to configure the integration sequence generators.
3. From the related actions menu on the integration system, select **Integration System** > **Configure Integration Attributes**. As you complete the task, consider:

Option	Description
Version (Required)	Sets the version of the output file to the one identified by OPM.

Option	Description
Agency(Required)	The integration applies these tags to integration output files. This is the EHRI agency code that identifies which workers to include in the output file. This code is assigned to your company and company hierarchy by OPM.
Suppress Worker Messages Audit	Disables generation of audit files for each worker. This is enabled by default.
Suppress Audit Reports	Disables generation of the *Data Changes Audit and Diagnostic Audit* files. This is enabled by default.
Output Document Tags	The integration applies these tags to integration output files.
Source Identifiers (Required)	Enter your unique source identifier that's assigned to you by OPM. Example: *XX06AG90AG90*.
Document Retention Policy (Required)	Specify the duration (in days) that the integration retains output files for viewing. The default is 30 days.

4. Set Up Integration Sequence Generators.

   Enable integrations to generate a unique, sequenced number each time they run. Example:

   - **Increment Sequence ID By**: 1
   - **Sequence ID Format**:
     - S[yyyy][MM][dd]0WDAY[Seq] for the EHRI Status Filename.
     - D[yyyy][MM][dd]0WDAY[Seq] for the EHRI Dynamics Filename.
   - **Restart Frequency**: Day
   - **Restart Number**: 1
   - **Time Zone Usage**: GMT-08:00 Pacific Time Los Angeles

5. Launch an Integration.

   Workday retrieves workers with data changes that occurred in the time frame that you enter in these fields:

   - **As of Entry Moment**
   - **Effective Date**
   - **Last Successful As Of Entry Moment**
   - **Last Successful Effective Date**
   - (Optional) **Workers**: Extracts only the specified workers.

6. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

- *Manage: Organization Integration*
- *Person Data: Birth Place*
- *Person Data: Citizenship Status*
- *Person Data: Date of Birth*
- *Person Data: Disabilities*
- *Person Data: Emergency Contacts*
- *Person Data: Ethnicity*
- *Person Data: Gender*
- *Person Data: Government IDs*
- *Person Data: Home Contact Information*
- *Person Data: ID Information*
- *Person Data: Institutional Contact Information*
- *Person Data: Marital Status*
- *Person Data: Military Status*
- *Person Data: Name*
- *Person Data: Nationalities*
- *Person Data: Personal Data*
- *Person Data: Personal Information*
- *Person Data: Preferred Name*
- *Reports: Personnel Action Request*
- *Worker Data: Beneficiaries and Dependents*
- *Worker Data: Benefit Elections*
- *Worker Data: Compensation*
- *Worker Data: Compensation by Organization*
- *Worker Data: Employee Reviews*
- *Worker Data: Leave of Absence*
- *Worker Data: Organization Information*
- *Worker Data: Public Worker Reports*
- *Worker Data: Staffing*
- *Worker Data: Workers*

7. (Optional) Create Integration Notifications.

Example: You want to notify your HR Administrator that the integration event was completed.

8. Submit the file to OPM based on your data transfer setup.

Concept: OPM Connector: EHRI

Use the OPM Connector: EHRI to extract HR data for all Federal civilian employees from Workday and send it to the Office of Personnel Management (OPM). This provides a record of your official workforce statistics to OPM.

The integration enables you to:

- Individually generate EHRI Status or EHRI Dynamics output files that include all eligible HR data for Federal civilian employees:

  - EHRI Status: Record of each employee's personnel data as of the last day of a calendar month.
  - EHRI Dynamics: Personnel actions that you've processed for the employees based on your bi-weekly reporting period. This includes data from Personnel Action Requests (PAR).
- Schedule an export of the EHRI Status file and the EHRI Dynamics file.
- Configure and support delivery to OPM.

Integration Launch and Scheduling
Workday provides these launch schedule options for OPM Connector: EHRI.

- **Organization**: Not applicable for this connector. Anything you select in this field won't impact the integration run.
- **Scheduled Run Frequency**: You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration collects all qualifying changes based on the launch parameters. You can schedule the OPM Connector: EHRI integration to run several times per day; launching the integration frequently doesn't affect performance.
- **Run Now**: You can launch the integration manually. Workday prompts you to enter launch parameters.

For each launch schedule option, you can enter these launch parameters:

Parameter	Description
As Of Entry Moment **Effective Date** **Last Successful As Of Entry Moment** **Last Successful Effective Date**	Extracts records that are current as of the specified **As Of Entry Moment** and **Effective Date**. OPM Guidelines state that the: - Status file should include records as of the last day of a calendar month. - Dynamics file should include records based on your bi-weekly reporting period. Example: Your last successful run of the Status file was on October 1st. Your next run is on November 1st. The field values are: - **As Of Entry Moment**: November 1st. - **Effective Date**: November 1st. - **Last Successful As Of Entry Moment**: October 1st. - **Last Successful Effective Date**: October 1st. The Status output file includes all records within the month of October.
Workers	Extracts only the specified workers.

Integration Audit Files
Every time the integration runs, Workday generates these files:

- The *Data Changes Audit* is a readable version of the integration output file.
- The *Diagnostic Audit* is designed to help you troubleshoot integration errors.

To generate these files, deselect **Suppress Audit Reports** when configuring integration attributes.

You can find these files in the **Reports and Other Output Files** section of the Integration Event. These files display for each integration run.

Note: Because Workday includes actual data in the Data Change Audit file, you can secure this file separately. Example: if you don't want administrators to have access to the data.

Transaction Log Service
The Transaction Log Service Enables your integration system to subscribe to events that take place in Workday. For the OPM Connectors the default is to subscribe to all events and transaction types. Workday recommends that you don't edit this, in order to comply with OPM guidelines.

Reference: OPM Connector: EHRI Status Integration Fields

This table outlines the Status data fields on the OPM Connector: EHRI, and how they map to Workday.

Refer to the Office of Personnel Management (OPM) website for government guidelines on the Enterprise Human Resources Integration (EHRI). For some fields, Workday retrieves a reference ID. This reference ID is based on the codes in the OPM Data Standards.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
1	652	1	Social Security Number	Social Security Number
2	74	1	Date of Birth	Date of Birth
3	999	4	EHRI Employee ID	Employee ID
4	17	1	Agency/ Subelement	Supervisory Organization Code
5	430	1	Name Family	Last Name
6	431	1	Name Given	First Name
7	432	1	Name Middle	Middle Name
8	433	1	Name Suffix	Legal Name - Social Suffix
9	9	3	Agency Employee ID	Employee ID
10	765	1	Veterans Status	Retrieves the code from the reference ID for the Veterans Status.
11	29	1	Annuitant Indicator	Retrieves the code from the reference ID for the Annuitant Indicator.
12	84	1	U.S. Citizenship	Is US Citizen
13	82	3	Citizenship Country Code	Retrieves the code from the Country.
14	776	1	Sex	Retrieves the Gender Code.
15	556	1	Race or National Origin	Retrieves the Ethnicity Code.
16	110	1	Disability	Self-Identification of Disability Code (SF256)
17	602	3	Selective Service Registration Indicator	Retrieves the status of the Selective Service Registration indicator for the worker.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
18	114	1	Duty Station	Retrieves 38. Duty Station Code from the Personnel Action Request.
19	759	1	Veterans Preference	Retrieves 23. Veteran's Preference ID from the Personnel Action Request.
20	641	2	Service Obligation Type Code 1	Not sent.
21	639	2	Service Obligation End Date 1	Not sent.
22	641	2	Service Obligation Type Code 2	Not sent.
23	639	2	Service Obligation End Date 2	Not sent.
24	641	2	Service Obligation Type Code 3	Not sent.
25	639	2	Service Obligation End Date 3	Not sent.
26	641	2	Service Obligation Type Code 4	Not sent.
27	639	2	Service Obligation End Date 4	Not sent.
28	311	1	Instructional Program	Retrieves the code from the reference ID for the field of study for the highest degree received.
29	117	1	Education Level	Retrieves the code from the reference ID for the highest degree received.
30	101	1	Year Degree or Certificate Attained	Retrieves the year from the highest degree received by the worker.
31	298	1	Grade, Level, Class, Rank, or Pay Band	Retrieves the code from the reference ID for the compensation grade.
32	670	1	Step or Rate	Retrieves the code for 19. Step or Rate

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				from the Personnel Action Request.
33	480	1	Organizational Component	Retrieves the Organization ID from the Supervisory Organization.
34	745	4	Appointment Type Code	Retrieves code from the reference ID for the effective Appointment Type.
35	295	1	Functional Classification	Retrieves the code from the reference ID for the functional classification.
36	465	1	Occupation	Retrieves the code from the reference ID for the occupation.
37	676	1	Supervisory Status	Retrieves the code from the reference ID for the supervisory status.
38	516	1	Personnel Office Identifier	Retrieves the code from the reference ID for the personnel office identifier.
39	767	1	Work Schedule	Retrieves the code for 32. Work Schedule ID from the Personnel Action Request.
40	1030	1	Part Time Hours Per Bi-weekly Pay Period	Retrieves the code for 33. Part-Time Hours Per Biweekly Pay Period from the Personnel Action Request.
41	663	1	Special Basic Pay Supplement	Retrieves the special basic pay supplement from Personnel Action Request.
42	961	1	Total Salary Rate	Retrieves the code for 12. Total Salary or 20.Total Salary or Award from the

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				Personnel Action Request.
43	52	1	Basic Pay	Retrieves the code for 12A. Basic Pay from the Personnel Action Request.
44	6	1	Adjusted Basic Pay	Retrieves the code for 12C. Adj. Basic Pay from the Personnel Action Request.
45	392	1	Standard Basic Pay Supplement	Retrieves the standard basic pay supplement.
46	678	1	Supervisor Differential	Retrieves the code for the reference ID for the allowance plan.
47	1007	4	Retention Allowance Amount	Not sent.
48	506	1	Pay Status/ USERRA Status	Retrieves the pay status code for the active time off or leave.
49	526	1	Position Title Description	Retrieves the default job title from the job profile.
50	521	1	Position Occupied	Retrieves 34. Position Occupied ID from the Personnel Action Request.
51	497	1	Pay Basis	Retrieves the code for 13. Pay Basis from the Personnel Action Request.
52	502	1	Pay Plan	Retrieves the code for 8. Pay Plan from the Personnel Action Request.
53	504	1	Pay Rate Determinant	Retrieves the code for 29. Pay Rate Determinant ID from the Personnel Action Request.
54	653	1	Special Pay Table Identifier	Retrieves code from the special

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				pay table identifier plan name at the time of the Personnel Action Request.
55	4	3	Active Uniformed Service Indicator	Retrieves the Active Military Uniformed Service.
56	286	1	FLSA Category	Retrieves the 35. FLSA Category from the Personnel Action Request.
57	50	1	Bargaining Unit	Retrieves the 37. Bargaining Unit Status from the Personnel Action Request.
58	38	3	Appropriation Code	Not sent.
59	85	3	Computer Position	Defaults to Yes.
60	403	3	Military Character of Service Code	Not sent.
61	411	3	Military Service Serial Number	Not sent.
62	413	3	Military Service Start Date	Not sent.
63	412	3	Military Service End Date	Retrieves the Military Discharge Date from the most recent military service.
64	401	3	Military Branch Type Code	Retrieves the code for the reference ID from the Military Service Type.
65	407	3	Military Discharge Type Code	Retrieves the code for the Military Discharge Type.
66	1017	1	Creditable Military Service Years	Retrieves the years from the creditible service.
67	95	1	Creditable Military Service Months	Retrieves the months from the creditable service.
68	1018	3	Creditable Military Service Days	Retrieves the days from the creditable service days.

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ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
69	559	1	Rating of Record (Level)	Retrieves the rating of record level for the latest employee review.
70	561	1	Rating of Record (Pattern)	Retrieves the rating scale reference ID for the latest employee review.
71	565	2	Rating of Record Period Start Date	Retrieves the start date for the latest employee review.
72	563	1	Rating of Record Period End Date	Retrieves the end date for the latest employee review.
73	682	1	Tenure	Retrieves the code for 24. Tenure ID from the Personnel Action Request
74	79	2	Career Tenure Authority Code	Retrieves the Legal Authority Code from the Personnel Action Request, based on the Nature of Action.
75	184	1	Federal Employees' Group Life Insurance	Retrieves the SF50 FEGLI enrollment code.
76	212	3	Federal Employees' Group Life Insurance FEGLI Life Change Code	Not sent.
77	165	3	Federal Employees' Group Life Insurance FEGLI Life Event Date	Not sent.
78	162	3	Federal Employees' Group Life Insurance FEGLI Election Effective Date	Not sent.
79	257	1	Health Plan	Retrieves the health plan code from the medical election.
80	252	3	Federal Employees Health Benefits	Retrieves the event code from the most

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
			(FEHB) Event Code	recent medical election event.
81	688	3	Thrift Savings Plan TSP Eligibility Date	Not sent.
82	685	3	Thrift Savings Plan TSP Effective Date	Retrieves the latest plan coverage begin date for the thrift savings plan from the retirement plan.
83	687	3	Thrift Savings Plan TSP Election Contribution Percent	Retrieves the total election contribution percent for the thrift savings plan from the retirement plan.
84	1021	3	Thrift Savings Plan TSP Election Contribution Amount	Retrieves the total election contribution amount for the thrift savings plan from the retirement plan.
85	265	1	FERS Coverage	Retrieves the FERS coverage code from the retirement plan.
86	270	3	Federal Employees Retirement System FERS Election Date	Not sent.
87	276	3	Federal Employees Retirement System FERS Election Indicator	Not sent.
88	581	1	Retained Grade	Retained Compensation Grade
89	582	1	Retained Pay Plan	Retrieves the code from the reference ID for the retained compensation package.
90	583	1	Retained Step	Retrieves the code from the reference ID for the retained compensation step.
91	63	4	Benefits Continuation	Not sent.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
			Federal Employees Group Life Insurance FEGLI Indicator	
92	60	4	Benefits Continuation Employees Group Life Insurance FEGLI Election Date	Not sent.
93	61	4	Benefits Continuation Employees Group Life Insurance FEGLI Election Notification Date	Not sent.
94	64	4	Benefits Continuation Federal Employee Health Benefits FEHB Indicator	Not sent.
95	60	4	Benefits Continuation Federal Employee Health Benefits FEHB Election Date	Not sent.
96	61	4	Benefits Continuation Federal Employee Health Benefits FEHB Election Notification Date	Not sent.
97	65	4	Benefits Continuation Retirement Indicator	Not sent.
98	60	4	Benefits Continuation Retirement Election Date	Not sent.
99	61	4	Benefits Continuation Retirement Election Notification Date	Not sent.
100	67	4	Benefits Continuation Termination	Not sent.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
			Insufficient Pay Election Date	
101	70	4	Benefits Continuation Termination Insufficient Pay Notification Date	Not sent.
102	72	4	Benefits Continuation Termination Insufficient Pay Payment Type Code	Not sent.
103	604	1	Service Computation Date (Retirement)	Retrieves the date based on the continous service date.
104	604	1	Service Computation Date (Reduction in Force)	Retrieves the date based on the seniority date.
105	604	3	SES Service Computation Date	Retrieves the date based on the time off service date.
106	604	3	Special Retirement Service Computation Date	Retrieves the date based on the continous service date.
107	604	1	Service Computation Date (Leave)	Retrieves the date based on the time off service date.
108	604	2	Thrift Savings Plan Service Computation Date	Retrieves the date based on the benefits service date.
109	319	3	Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text	Not sent.
110	592	1	Retirement Plan	US Federal Retirement Plan Code
111	112	3	Disability Retirement Notification Date	Not sent.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
112	1019	1	Frozen Service Years	Retrieves the years from the creditable service date.
113	293	1	Frozen Service Months	Retrieves the months from the creditable service date.
114	1020	1	Frozen Service Days	Retrieves the days from the creditable service date.
115	956	1	Current Appointment Authority (1)	Retrieves the first Legal Authority Code from the Personnel Action Request.
116	957	1	Current Appointment Authority (2)	Retrieves the second Legal Authority Code from the Personnel Action Request.
117	532	3	Work Address Line 1	Retrieves Address Line 1 for the primary work address.
118	533	3	Work Address Line 2	Retrieves Address Line 2 for the primary work address.
119	534	3	Work Address Line 3	Retrieves Address Line 3 for the primary work address.
120	535	3	Work Address Line 4	Retrieves Address Line 4 for the primary work address.
121	415	3	Work City	Retrieves City for the primary work address.
122	414	3	Work Geographic Locator Code	Not sent.
123	668	3	Work State Code	Not sent.
124	538	3	Work Postal Code	Retrieves the first five digits of the postal code for the primary work address.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
125	575	3	Work Region	Retrieves the region code for the primary work address.
126	1004	3	Work Country Code	Not sent.
127	127	1	Employee Work Email	Email - Primary Work
128	679	3	Work Phone Number	Work Phone Number
129	679	3	Home Phone Number	Home Phone Number
130	679	3	Cell Phone Number	Cell Phone Number
131	430	3	Emergency Contact Family Name 1	Not sent.
132	431	3	Emergency Contact Given Name 1	Not sent.
133	432	3	Emergency Contact Middle Name 1	Not sent.
134	433	3	Emergency Contact Name Suffix 1	Not sent.
135	800	3	Emergency Contact Information Update Date 1	Not sent.
136	679	3	Emergency Contact Phone Number 1	Not sent.
137	430	3	Emergency Contact Family Name 2	Not sent.
138	431	3	Emergency Contact Given Name 2	Not sent.
139	432	3	Emergency Contact Middle Name 2	Not sent.
140	433	3	Emergency Contact Name Suffix 2	Not sent.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
141	800	3	Emergency Contact Information Update Date 2	Not sent.
142	679	3	Emergency Contact Phone Number 2	Not sent.
143	335	3	Language Identification 1	Not sent.
144	337	3	Language Proficiency Type Code 1	Not sent.
145	338	3	Language Proficiency Level Code 1	Not sent.
146	335	3	Language Identification 2	Not sent.
147	337	3	Language Proficiency Type Code 2	Not sent.
148	338	3	Language Proficiency Level Code 2	Not sent.
149	335	3	Language Identification 3	Not sent.
150	337	3	Language Proficiency Type Code 3	Not sent.
151	338	3	Language Proficiency Level Code 3	Not sent.
152	335	3	Language Identification 4	Not sent.
153	337	3	Language Proficiency Type Code 4	Not sent.
154	338	3	Language Proficiency Level Code 4	Not sent.
155	335	3	Language Identification 5	Not sent. .
156	337	3	Language Proficiency Type Code 5	Not sent.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
157	338	3	Language Proficiency Level Code 5	Not sent.
158	335	3	Language Identification 6	Not sent.
159	337	3	Language Proficiency Type Code 6	Not sent.
160	338	3	Language Proficiency Level Code 6	Not sent.
161	335	3	Language Identification 7	Not sent.
162	337	3	Language Proficiency Type Code 7	Not sent.
163	338	3	Language Proficiency Level Code 7	Not sent.
164	335	3	Language Identification 8	Not sent.
165	337	3	Language Proficiency Type Code 8	Not sent.
166	338	3	Language Proficiency Level Code 8	Not sent.
167	1071	1	Ethnicity and Race Identification	Retrieves the code from the SF181.
168		3	Federal Employees Health Benefits FEHB Election Effective Date	Retrieves the Coverage Begin Date from the most recent medical election.
169	37	2	Appointment Not to Exceed NTE Date	Retrieves the appointment not to exceed NTE date from the Personnel Action Request event.
170	1076	1	Eligibility to Participate in Telework Indicator	Retrieves the elegibility to participate in telework indicator based on the

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				flexible work arrangement type.
171		1	Cybersecurity Category/Speciality Area	Retrieves the code from the cybersecurity area for the position.
172		1	Position Sensitivity and Risk	Retrieves the code from the reference ID for the sensitivity and risk.
173		1	Security Clearance Level	Retrieves the code from the reference ID for the security clearance level.
174		1	Program and Project Management Job Identifier	Retrieves the job classification ID from the program and project management job identifier.
175		1	Remote/Telework Agreement Type	Retrieves the code from the reference ID for the flexible work arrangement type.

Reference: OPM Connector: EHRI Dynamics Integration Fields

This table outlines the Dynamics data fields on the OPM Connector: EHRI, and how they map to Workday.

Refer to the Office of Personnel Management (OPM) website for government guidelines on the Enterprise Human Resources Integration (EHRI). For some fields, Workday retrieves a reference ID. This reference ID is based on the codes in the OPM Data Standards.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
1	652	1	Social Security Number	Retrieves 2. Social Security Number from the Personnel Action Request.
2	74	1	Date of Birth	Retrieves the Date of Birth from the Personnel Action Request.
3	999	4	EHRI Employee ID	Not sent.
4	17	1	Agency/ Subelement	Retrieves the code for the supervisory organization.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
5	513	1	Effective Date of Personnel Action	Retrieves the Effective Date for the Personnel Action Request.
6	436	1	Nature of Action (1)	5-A. Code
7	381	1	Legal Authority (1)	5-C. Code
8	381	1	Legal Authority (2)	5-E. Code
9	436	1	Nature of Action (2)	6-A. Code
10	1016	1	Nature of Action Being Corrected	Retrieves the Nature of Action on the Personnel Action Request.
11	1009	1	Effective Date of Personnel Action Being Corrected	Retrieves the Effective Date for the Personnel Action Request being corrected.
12	956	1	Current Appointment Authority (1)	5-C. Code
13	957	1	Current Appointment Authority (2)	5-E. Code
14	37	2	Appointment Not to Exceed NTE Date	Retrieves the Appointment Not to Exceed NTE Date.
15	516	1	Personnel Office Identifier	Retrieves the Personnel Office Identifier from the Personnel Action Request.
16	480	1	Organizational Component	Retrieves the organization code for the primary supervisory organization from the Personnel Action Request.
17	776	1	Sex	Retrieves the Gender code from the Personnel Action Request.
18	556	1	Race or National Origin Code	Retrieves the ethnicity code from the Personnel Action Request.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
19	110	1	Disability	Retrieves the Self Identification of Disability Code (SF-256) from the Personnel Action Request.
20	1015	1	Social Security Number Being Corrected	Retrieves the Social Security Number from the Personnel Action Request being corrected.
21	759	1	Veterans Preference	23. ~Veteran's Preference~ ID
22	682	1	Tenure	24. Tenure ID
23	1022	2	Agency Use Code Field	Not supported.
24	1023	2	Agency Use Text Field	Not supported.
25	1024	1	Veterans Preference for RIF Indicator	Retrieves the veterans' preference for RIF indicator from the Personnel Action Request.
26	184	1	Federal Employees' Group Life Insurance	27. FEGLI
27	29	1	Annuitant Indicator	28. Annuitant Indicator ID
28	592	1	Retirement Plan	Retrieves the ID for the retirement savings elections from the Personnel Action Request.
29	604	1	Service Computation Date (Leave)	Retrieves the date based on the time off service date.
30	604	1	Service Computation Date (Retirement)	Retrieves the date based on the continous service date.
31	604	1	Service Computation Date (RIF)	Retrieves the seniority date or the earliest hire date.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
32	604	3	SES Service Computation Date	Not sent.
33	604	3	Special Retirement Service Computation Date	Not sent.
34	604	2	Thrift Savings Plan Service Computation Date	Retrieves the latest plan coverage begin date for the thrift savings plan from the retirement plan.
35	521	1	Position Occupied	34. Position Occupied ID
36	286	1	FLSA Category	35. FLSA Category
37	38	2	Appropriation Code	Not sent.
38	50	1	Bargaining Unit	37. Bargaining Unit Status
39	676	1	Supervisory Status	Retrieves the reference ID for the Supervisory Level from the Personnel Action Request.
40	1017	1	Creditable Military Service Years	Retrieves the years from the creditable service date.
41	95	1	Creditable Military Service Months	Retrieves the months from the creditable service date.
42	1018	3	Creditable Military Service Days	Retrieves the days from the creditable service date.
43	1019	1	Frozen Service Years	Retrieves the years from the creditable service date.
44	293	1	Frozen Service Months	Retrieves the months from the creditable service date.
45	1020	3	Frozen Service Days	Not sent.
46	591	1	Retirement Previous Coverage Indicator	Retrieves the status of the retirement previous coverage indicator.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
47	765	1	Veterans Status	Retrieves the code from the Miliatry Status.
48	117	1	Education Level	Retrieves the code from the reference ID for the highest degree received.
49	311	1	Instructional Program	Retrieves the code from the reference ID for the field of study for the highest degree received.
50	101	1	Year Degree or Certificate Attained	Retrieves the year from the highest degree received.
51	559	1	Rating of Record (Level)	Retrieves the rating of record level for the latest employee review.
52	561	1	Rating of Record (Pattern)	Retrieves the rating scale reference ID for the latest employee review.
53	565	2	Rating of Record Period Start Date	Retrieves the start date for the latest employee review.
54	563	1	Rating of Record Period End Date	Retrieves the end date for the latest employee review.
55	1011	1	Prior Family Name	Retrieves the prior last name.
56	1012	1	Prior Given Name	Retrieves the prior first name.
57	1013	1	Prior Middle Name	Retrieves the prior middle name.
58	1014	1	Prior Name Suffix	Retrieves the prior suffix.
59	1027	1	Prior Position Title	Retrieves the prior position title.
60	1029	1	Prior Position Number	Retrieves the prior position number.
61	1026	1	Prior Position Organization	Retrieves the prior position organization.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
62	971	1	Prior Pay Plan	Retrieves the code from the prior pay plan.
63	969	1	Prior Occupation	Retrieves the prior occupation code.
64	965	1	Prior Grade, Level, Class, Rank, or Pay Band Code	Retrieves the code from the reference ID for the prior grade or level.
65	973	1	Prior Step or Rate	Retrieves the code from the reference ID for the prior step or rate.
66	970	1	Prior Pay Basis	Retrieves the code from the reference ID for the prior pay basis.
67	1010	1	Prior Total Salary Rate	Retrieves the prior total salary.
68	963	1	Prior Basic Pay	Retrieves the prior basic pay.
69	962	1	Prior Adjusted Basic Pay Rate	Retrieves the prior adjusted basic pay rate.
70	967	1	Prior Standard Basic Pay Supplement	Retrieves the prior standard basic pay supplement.
71	974	1	Prior Work Schedule	Retrieves the code from the reference ID for the prior work schedule.
72	972	1	Prior Pay Rate Determinant	Retrieves the code from the reference ID for the prior pay rate determinant.
73	964	1	Prior Duty Station	Retrieves the code from the reference ID for the prior duty station.
74	430	1	Name Family	Retrieves the last name from the Personnel Action Request.
75	431	1	Name Given	Retrieves the first name from the

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				Personnel Action Request.
76	432	1	Name Middle	Retrieves the middle name from the Personnel Action Request.
77	433	1	Name Suffix	Retrieves the suffix from the Personnel Action Request.
78	526	1	Position Title Description	Retrieves the position title from the Personnel Action Request.
79	1028	1	Position Number	Retrieves the position number from the Personnel Action Request.
80	1025	1	Position Organization	Retrieves the supervisory organization name from the Personnel Action Request.
81	502	1	Pay Plan	Retrieves the code from the reference ID for the pay plan.
82	465	1	Occupation	17. Occ Code ID
83	298	1	Grade, Level, Class, Rank, or Pay Band Code	Retrieves the code from the reference ID for the grade or level on the Personnel Action Request.
84	670	1	Step or Rate	Retrieves the code from the reference ID for the step or rate on the Personnel Action Request.
85	497	1	Pay Basis	Retrieves the code from the reference ID for the pay basis on the Personnel Action Request.
86	961	1	Total Salary Rate	20. Total Salary or Award
87	52	1	Basic Pay	20A. Basic Pay

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
88	6	1	Adjusted Basic Pay	20C. Adj. Basic Pay
89	392	1	Standard Basic Pay Supplement	Retrieves the standard basic pay supplement at the time of Personnel Action Request.
90	678	1	Supervisor Differential	Retrieves the supervisor differential at the time of the Personnel Action Request.
91	1007	4	Retention Allowance	Not sent.
92	40	1	Award Dollars	Retrieves the award from a one-time payment plan event at the time of the Personnel Action Request.
93	691	1	Award Hours	Retrieves the award hours at the time of the Personnel Action Request.
94	976	1	Award Percent	Retrieves the percent based allowance plan at the time of the Personnel Action Request.
95	767	1	Work Schedule	Retrieves the code for the reference ID from the effective time type subtype for position restriction or filled position.
96		1	Regular and Recurring Tour of Duty	Retrieves the hours based on the regular and recurring tour of duty.
97	504	1	Pay Rate Determinant	Retrieves the pay determinant ID from the Personnel Action Request.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
98	114	1	Duty Station	38. Duty Station Code
99	1031	2	Agency Data 1	Not sent.
100	1032	2	Agency Data 2	Not sent.
101	1033	2	Agency Data 3	Not sent.
102	1034	2	Agency Data 4	Not sent.
103	1035	2	Agency Data 5	Not sent.
104	510	1	Personnel Action Approval Date	Retrieves the approval date for the Personnel Action Request.
105	430	2	Personnel Action Authorizer Family Name	Retrieves the last name of the approving official from the Personnel Action Request.
106	431	2	Personnel Action Authorizer Given Name	Retrieves the first name of the approving official from the Personnel Action Request.
107	432	2	Personnel Action Authorizer Middle Name	Retrieves the middle name of the approving official from the Personnel Action Request.
108	433	2	Personnel Action Authorizer Name Suffix	Retrieves the suffix of the approving official from the Personnel Action Request.
109	512	1	Personnel Action Authorizer Title	Retrieves the title of the approving official from the Personnel Action Request.
110	1008	1	Remarks Text	Retrieves the remarks from the Personnel Action Request.
111	1070	1	Prior Special Basic Pay Supplement	Retrieves the previous special basic pay supplement.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
112	663	1	Special Basic Pay Supplement	Retrieves the special basic pay supplement.
113	1071	1	Ethnicity and Race Identification	Retrieves the ethnicity and race identification code from the Personnel Action Request.
114	82	1	Citizenship Country Code	Retrieves the code for the country of citizenship for the Personnel Action Request.
115		1	Special Population Code	Retrieves the retirement special population from the Personnel Action Request.
116		1	Appointment Excluded from CSRS indicator	Retrieves the status based on the retirement plan at the time of the Personnel Action Event.
117		1	Appointment Excluded from FERS indicator	Retrieves the status based on the retirement plan at the time of the Personnel Action Event.
118		1	FICA Coverage Indicator 1	Retrieves the status based on the retirement plan at the time of the Personnel Action Event.
119		1	FICA Coverage Indicator 2	Retrieves the status based on the retirement plan at the time of the Personnel Action Event.
120		1	Personnel Action Effective Sequence	Calculated based on the certified Personnel Action Request events for the worker with the same Effective Date.

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
121		1	Hypothetical Full-time Regular Tour of Duty for Part-time Employees	Calculated based on the part-time hours per bi-weekly pay period.
122		1	FEGLI Assignment Indicator	Retrieves the status at the time of the Personnel Action Event.
123		1	FEGLI Post-Election Basic Insurance Amount	Not sent.
124		1	Court Orders for FEGLI Purposes Indicator	Retrieves any active beneficiary qualified domestic relations orders.
125		1	Designation of FEGLI Beneficiaries Indicator	Defaults to blank.
126	257	1	Health Plan	Retrieves the health care enrollment code from the Personnel Action Request.
127	252	1	Federal Employees Health Benefits (FEHB) Event Code	Retrieves the event code from the most recent medical election event at the time of the Personnel Action Request.
128		1	Federal Employees Health Benefits (FEHB) Effective Date	Retrieves the effective date from the most recent medical election event at the time of the Personnel Action Request.
129		1	Cybersecurity Category/Speciality Area	Retrieves the code for the cybersecurity category and specialty at the time of the Personnel Action Request.
130		1	Position Sensitivity and Risk	Retrieves the reference ID for the sensitvity and risk

ICD Seq #	EHRI Ref #	EHRI Priority	EHRI Field Name	Workday Source
				on the Personnel Action Request.
131		1	Security Clearance Level	Retrieves the reference ID for the security clearance level on the Personnel Action Request.
132		1	Program and Project Management Job Identifier	Retrieves the job classification ID for program and project management job identifier from the Personnel Action Request.

Glossary

Full Glossary of Terms

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N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Was this helpful?

A

Academic Date Range
The period of time associated with a student recruiting cycle.

Academic Level
The level of an educational objective that a student can pursue at an institution, such as:

- Undergraduate, Graduate, or Professional at a university.
- Associates or Baccalaureate at a community college.

Academic Unit
A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.

Academic Unit Hierarchy
A hierarchical grouping of academic units primarily used for roll-up reporting.

Accounting Cash

A group of cash ledger accounts that you can use to check cash balances against during settlement.

Accounting Cash Pool

One or more primary balancing worktag hierarchies that you can use to pool cash ledger balances for cash balance checks during settlement.

Active Candidate

A person with an application for a specific job requisition. Candidates must be linked to a job requisition for Workday to initiate a job application event.

All Ledgers Journal

An accounting journal that's not configured as a single ledger for the given company and is posted to both primary and alternate ledgers.

Applicant Pool

A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.

Application Grouping

A grouping of applications for the same admitting level of an academic unit and the same anticipated start date. Groupings can have 1 or more application pools, with an admissions counselor assigned to each pool.

Auto-fill

A time entry option that copies time blocks from a worker's schedule or from a previous week when entering time.

Award

A contract agreement with your sponsor in the form of funding to perform an activity for a public purpose. It defines how to capture direct and facilities and administration costs, recognize revenue, and bill your sponsor.

Award Costs Processing (ACP)

Processing facilities and administration costs and revenue recognition related to spend transactions on awards.

Award Credits

Percentage of award or award lines you allocate to specific worktags for reporting purposes.

Aggregation Security Group

A security group that grants access rights to members of an included set of security groups. Revokes access of members of any excluded security groups.

Approve

An action in a business process that designated participants select to progress the event to the next step.

Assignable Roles

Positions you can assign to organization roles.

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B

Basis Limit

The maximum amount of direct costs you can use to calculate facilities and administration costs.

Base Pay Element

The compensation components that are included in the calculation of base pay for the purposes of determining the compa-ratio and target penetration.

Example: Include both base pay and bonuses in the base pay calculation for compa-ratio.

Benefit Credit Bundle

A defined group of benefit credits that you can award together.

Benefit Defaulting Rule

A rule that identifies the benefit plans, coverage targets, and coverage amounts that employees receive by default when they do not complete an enrollment event.

Benefit Event Rules

These rules specify coverage increase limits, EOI requirements, waiting periods, and other rules and conditions of enrollment for benefits enrollment events.

Benefit Event Type

Identifies the events that trigger benefit enrollment, such as open enrollment, new hires, or the birth of a child. It also identifies the coverage types to make available to employees for when an event of this type occurs.

Benefit Group

A group of employees who qualify for benefits based on eligibility rules. Employees must be included in a benefit group to enroll in a benefit plan.

Business Object

Objects used to store data in Workday (such as organizations or workers). A business object has *fields* and *instances*, which are analogous to rows and columns in a spreadsheet. Workday links related business objects: a worker is associated with a position, the position to a job profile, and so on.

Business Process Definition

The tasks that compose a business process, the order in which they must be done, and who can do them.

Business Process Instance

A business process that the initiator has started. The *Hire Employee for Organization X* business process definition becomes an instance when the initiator uses it to hire an employee.

Business Process Security Policy

A business process security policy secures the steps and process-wide actions including view, rescind, cancel and correct. It specifies which security groups have access to each action.

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C

Calculated Time

Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.

Calendar-Based Time Entry	A time entry method that uses the time entry calendar as the focal point for entering, editing, and submitting time.
Cancel (business process)	Canceling a business process stops the workflow in progress and reverses changes made to data. You can't cancel a completed business process; you must rescind it. A securable action in a business process security policy.
Candidate	Candidates include both prospects and active candidates.
Candidate Pipeline	All active candidates.
Candidate Pool	Candidates grouped together based on specific criteria.
Cascading Leave	A sequence of related leave types that are linked together. When an employee meets the conditions defined for ending a leave, Workday generates a return from leave request and a separate request for the next leave.
Company	Companies are organizations within Workday that represent the internal business entities within your enterprise. In Workday Financial Management, companies are the primary organization for all business processes. A Company is considered the level at which one holds a balanced set of books and should reflect Legal Entities where possible.
Company Hierarchy	Defines a parent-child or reporting relationship between Companies in your organizations. The way that you structure your hierarchies influences many important Workday functions, especially role assignments, planning, and reporting.
Compensation Basis	A grouping of compensation components, such as salary, commission, and allowance plans, that define estimated earnings for an employee population.
Compensation Component	The umbrella term for compensation packages, grades, grade profiles, and plans that can be associated with compensation eligibility rules.
Compensation Defaulting Rule	A rule that establishes the criteria for how compensation components default to worker compensation during staffing transactions (such as hire or job change).
Compensation Element	Compensation elements link Compensation to Payroll. When a compensation element is attached to a plan that is assigned to an employee, Workday can determine which earnings to use to pay the employee.
Compensation Package	A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set.

Packages provide a quick view of the eligible plans for a particular job or group of employees.

Compensation Rule

Guidelines for determining which workers are eligible for which components of compensation.

Compensation Step

A specific monetary amount within a grade or grade profile.

Compensation Target Rule

A rule used to segment your employee population for assignment of compensation plans.

Conditional Calculation

Time calculation that tags time blocks that meet certain conditions.

Conditions

Conditions are one or more logical matches that are resolved to True or False and used to decide if some action should be taken. You can add conditions to steps in a business process to determine if the step should run.

Connection Map

A tool on a customer profile that enables you to establish and manage the relationships between business entities and ship-to addresses.

Connector

A set of 1 or more integration templates that provide a framework for building integrations in a particular functional area. The integration can support a specific type of data, or can support a specific endpoint (example: Salesforce.com or Okta).

Consolidated Billing Schedule

A billing schedule type that allows you to combine all charges for multiple projects or services within a specific billing period into one invoice.

Contextual Custom Report

A custom report created from the related actions menu of a Workday object by selecting **Reporting > Create Custom Report from Here**. Simplifies choices of data and fields to those related to the context of the object.

Contract Rate Sheet

A document that outlines the contract billing hourly rates for roles such as the engineer, manager, or consultant, with the option to add billing rules for specific contract considerations.

Conversation Tag

A descriptor, such as Dietary Restrictions or Special Needs that you can assign to an engagement conversation to identify its topic. You can search for conversations by conversation tag.

Conversation Topic

A conversation tag or recruiting event name that you can associate with an engagement conversation to make conversations easier to find.

Correct (business process)

Correcting a business process changes a specification or data in the workflow while in progress. A securable action in a business process security policy.

Cost Reimbursable Spend

A billing item that Workday creates to help you bill your sponsor for award-related spending. The cost reimbursable spend amount includes both the

original spend amount and any overhead costs Workday calculates based on your award costs configurations.

Coverage Target

Defines whether a specific health care plan or insurance plan applies only to the employee or also to the dependents, spouse, family, and so on.

Cross Plan Dependency

Limits the coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts.

Example: You can limit coverage in a specific plan to a percentage of the total coverage in 1 or more other benefit plans.

Custom Report

Reports not delivered by Workday and built using the Workday Report Writer. Can be created new or by copying another standard or custom report.

Customer Payment Matching

A feature that uses historical payment applications to suggest customer invoices and adjustments that match customer payments with insufficient remittance advice.

Customer Refund Payments in Settlement Runs

A refund payment generated by the settlement run with a payment date that reflects the date you settle the refund.

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D

Dashboard (landing pages)

A specialized landing page containing a set of pre-configured worklets for a functional area that you can copy or modify. You can add additional custom worklets to dashboards using the report writer.

Data Source

A data source defines a set of business object instances for reporting purposes. Allows reporting access to all business objects related to those in the data source.

Day Breaker

The time of day on which a worker's work day and work week begins. Defines the 24-hour period over which daily time calculations execute and the 168-hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.

Deny (business process)

When you deny a business process, the business process is terminated and all Workday data is restored to its state before the business process started. To restart the business process, you need to submit the process again, and redo all previously completed steps.

Depreciation Profile

A configuration that determines how Workday depreciates assets by defining a depreciation method, convention, and useful life.

Designation	An attribute, such as Community Learning Partner, Honors, or STEM, that you can associate with educational institutions and external associations to make them easy to find and report on.
Discrete Composite Asset	A combination of related but distinct assets for which you can individually track cost, depreciation, and lifecycle events.
Disposition	Status of candidates that have been rejected for hire or declined a job during the job application event.
Domain	A collection of related securable items such as actions, reports, report data, report data sources, or custom report fields. Each domain is secured by a domain security policy.
Domain Security Policy	A collection of related securable elements of different types and user-specified security groups that have access to elements of each type.
Dynamic Period	A date that identifies the anticipated start date for a student of online education or other asynchronous learning.

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E

Educational Taxonomy	A taxonomy scheme and set of codes you can assign to programs of study and their concentrations to meet state, local, or other classification requirements.
Eligible Investigator	A type of role that you can use to assign individuals to awards, grants, and grant hierarchies, so that the role assignments remain intact even when the person's position or organization changes.
Engagement Action Item	Defines a requirement that must be met for an application for admission to be considered complete. Example: Submit transcripts.
Engagement Item	An engagement email or printed engagement item. You can include engagement items in engagement plans and use them to support student recruiting events.
Enrollment Event Rule	A rule that defines coverage start and end dates, waiting periods, coverage increase limits, Evidence of Insurability requirements, and other coverage rules and conditions. Rules ensure that the benefits process presents only the options that each employee is eligible for based on the event type.
Enterprise Interface Builder (EIB)	An integration tool that enables you to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source,

	an integration transformation, and an integration transport protocol.
Estimate at Completion (EAC)	Includes all the hours logged and approved for the project, as well as the future hours the worker expects to complete.
Estimate to Completion (ETC)	Includes the future hours the worker expects to complete.
Event	A business process transaction that occurs within your organization, such as hiring or terminating an employee.
External Association	A nonprofit, community-based, or other noneducational organization that you can associate with student prospects or identify as a location for recruiting events.
External Engagement Item	Used to send and track third-party engagement items for recruiting events, communication plans, or ad hoc communications.

F

Fast Path	A streamlined approach to moving applications for admission from submission to matriculation as quickly as possible.
Field Overrides	A tool that lets you customize integration systems that are based on a connector template. Field overrides are managed through an integration service. They use calculated fields or report fields to supply values to an integration system. Example: member IDs in benefit provider integrations.
Financial Aid Period Record	A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process financial aid for an academic period.
Functional Area	A collection of domain or business process security policies that are related to the same set of product features, for example, Benefits or Compensation.

G

Grade Profile	A breakdown of a compensation grade by functional task, geographical region, or other categorization your business requires. A profile enables you to assign more granular compensation ranges to workers.
Grant	A worktag that you can use to capture award-related expenses.

H

Headcount Plan	Provides visibility into the number of workers necessary to achieve your business goals within a specified period of time.

I

Individual Target	An individual bonus or merit target for a worker during a compensation review process that overrides the target defined on the compensation plan.
Integration Attribute	An integration component that specifies the tenanted value of a data element in Workday. Example: Plan Sponsor Name is a type of attribute in benefit provider integrations.
Integration Data Source	Indicates the type of data that Workday receives from or exports to an external system and its location.
Integration Event	The record of an integration process. Every integration—current or past, involving the import or export of data, successful or not—gets recorded as an integration event. The integration event contains all the information about the integration process, including its status.
Integration Map	An integration component that specifies how values in Workday map to values in an external system. Example: Pay Rate Frequency is a type of map in third-party payroll integrations.
Integration Service	A group of related integration attributes, maps, and XSLT that provides a framework to transform Workday data into the format required by an external system.
Integration System	A tenanted definition of an integration between Workday and an external system based on a template that provides the methodology for communicating data.
Integration Template	A collection of integration services that enables communication between Workday and an external system. Workday provides integration templates in categories such as Benefits, Financials, HCM, Payroll, Payroll Interface, Procurement, Recruiting, Security, and Settlement. Many of the delivered templates contain default values for attributes, as well as prompt values for attributes and maps, to define the integration further.
Integration Transformation	Converts data into a format that Workday or a receiving external system can understand. Workday provides some delivered transformations, and you can also create custom transformations.

Integration Transport Protocol	Controls how Workday exports data to an external endpoint or service or imports the data from an external endpoint or service. Workday supports several types of transport protocols, including email, FTP and SFTP, HTTP/SSL, Workday attachments, and Workday Web Services.
Intersection Security Group	A security group whose members are other security groups. Members associated with all included security groups are granted access through an intersection security group.
Initiation Step	The first step of a business process.

J

Job-Based Security Group	A security group that includes one or more job-related attributes or objects including job profile, job family, job category, management level, or exempt/non-exempt status.
Job Management Staffing Model	A structure that defines 1 set of hiring restrictions for all jobs in a supervisory organization, with no specific limits on the number of jobs that can be filled.
Job Profile	The generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications.

K

Knowledge Article	An article that is accessible to workers in your organization based on the assigned article audience. You can use these articles to document, share, and manage HR information specific to your organization.
Knowledge Article Audience	A group of employees that can view designated Knowledge articles. Their access to articles is determined by condition rules assigned to the audience.

L

Landing Page	Landing pages display a collection of worklets. Landing pages may have different display formats (grid or bubble) and support different functions. The Home landing page is intended for common worklets, such as self-service worklets.
Leave Family	A set of similar leave of absence types. Example: A company-specific family includes disability leave

and bereavement leave, while a separate regulatory family includes jury duty and family medical leave.

Leave of Absence Rule

A rule that defines worker eligibility for leaves of absence.

Line Tax Rate Application (LTRA)

A collection of tax amounts that apply to a given transaction line or supplier invoice line split on a taxable document.

Linked Customer Contracts

Child customer contracts that you associate with a parent customer contract for revenue allocation purposes.

Linked Leave

A leave type that shares an entitlement with other leave types or time offs. Eligibility rules, validation rules, and supporting data reference the combined balance of the associated leave types and time offs. Also known as coordinated leaves and time off.

Location Membership Security Group

A security group whose members are any workers assigned to that location.

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M

Match and Merge

A process that helps eliminate duplicate student prospect information in Workday.

Micro-edit

The ability to edit existing time blocks or add time blocks directly to a day by clicking the time entry calendar.

Multiplier-Based Coverage

Insurance coverage based on multiples of salary, such as 1x, 2x, or 3x salary.

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N

Nonbillable

A nonbillable project is an internal project that you don't invoice customers for.

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O

Object Class

The spend categories that award sponsors agree to reimburse award recipients for maintaining their projects.

On-Account Document

A document that's generated when you place a payment amount on an existing customer account. You can apply on-account documents to future payments.

Organization Security Group

A security group whose members are any workers assigned to that organization.

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P

Parent Customer Contract
A customer contract that you associate with a child customer contract so you can add contract lines across contracts to the same schedule. When you view the parent customer contract, Workday displays the child customer contracts as linked contracts.

Passive Event
Events that result from the passage of time rather than from a specific change to employee data.

Payment Group
The payments that result from a settlement run.

Payment Tax Rate Application (PTRA)
A collection of tax amounts that apply to a given payment on a taxable document.

Position Management Staffing Model
A structure that defines different staffing rules and restrictions for each position in an organization.

Position Restrictions
The attributes and conditions that apply to an unfilled position in a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications, and worker type.

Pre-Hire
In Staffing, an individual you're tracking before employment. In Recruiting, a candidate who is in the *Offer*, *Employment Agreement*, *Background Check*, or *Ready for Hire* stage.

Procurement Contract
Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.

Procurement Contract Type
A procurement contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the **Scheduled Purchase Orders** option set, Workday can use the contract to automatically create purchase orders based on a predefined schedule.

Project Advanced Labor Costing
Prorating project labor costs using standard or fully burdened costing.

Project Asset
A container that captures separate, ongoing costs of a capital project in progress. You can associate multiple projects assets with a project to track costs over the life of a project.

Project Billing Rate Sheet
A document that outlines the hourly or daily rates charged per project role, with the option to be more specific based on defined categories such as Region, Skill Level, and Project Size.

Project Plan Phase
A phase in the project plan that represents a stage in the project work. Example: Plan and Strategize.

A project plan organizes projects into sequenced phases and tasks. A project phase is generally project agnostic, but when you add that phase into a project plan, it becomes a project plan phase.

Project Plan Task   The work details in a project plan phase. Example: Define Project Objectives.

Project Transaction Source   The source of project billing transactions. Example: Supplier Invoice, Expense, or Time.

Prospect   Someone you are interested in tracking who isn't associated with a specific job. You can use tags, prospect types, and prospect statuses to help track these individuals.

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Q

Quick Add   A time entry option that enables you to create a time block and copy it to multiple days in a week.

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R

Recipient Threshold   The maximum number of prospects to whom you can send an engagement item at the same time without requiring approval.

Recruiting Cycle   A recruiting period for 1 or more academic levels of an academic unit. You associate recruiting cycles with campaigns to measure the effectiveness of each campaign per recruiting cycle.

Reference ID   A unique identifier used to look up data for integration purposes.

Reference Pay Range   A range of pay established for a compensation grade or grade profile.

Related Customer Contract   A customer contract that you associate with another customer contract for reporting purposes. When you create a customer contract, you can associate 1 related customer contract with it. The related customer contract must share the same company and sold-to customer.

Reported Time   A worker's time that has been entered, but has not had any time calculations applied.

Revenue Category   An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.

Risk Insight   Provides the reason why Workday identifies an expense report with a High or Medium risk level. Reasons may include 1 or more of these:

Amount Anomaly, Duplicate Expense, and Incorrect Expense Item.

Risk Level

The value (Low, Medium, and High) that Workday provides from risk evaluation. Workday provides default risk levels, which can also be configured based on Risk Score.

Risk Score

The numerical value (0 to 100) that Workday provides from risk evaluation. The score helps identify anomalous expense reports.

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Single Ledger Journal

An accounting journal that's a single primary or alternate ledger currency for the given company.

Source

The duplicate record that you want to merge in the Duplicate Management Framework.

Spend Category

A logical grouping to search and report on acquired items and services. Also a dimension in account posting rules for procurement and spend that drives accounting behavior.

Staffing Model

A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports 2 kinds of staffing models:

- Job management.
- Position Management.

Staffing Organization

An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.

Stage

A value, such as Lead, Inquirer, or Applicant, that identifies where a student prospect is in the recruitment or admissions process.

Student Financials Period Record

A record containing data such as academic unit, academic level, and program of study for a student that Workday uses to process student financials transactions for an academic period.

Student Prospect Profile

A worklet that displays information for a prospective student, including contact information and recruitment details.

Student Prospect Type

A value, such as First Year or Adult Returning, that you can assign to prospective students and use to match student prospects to admissions counselors automatically.

Student Recruiting Region

Workday term for recruiting territory. A recruiting region can represent a geographical area, 1 or more schools, or schools in selected school districts.

Student Tags

An attribute, such as Veteran, Athlete, or Scholarship Recipient, that you can assign to

student prospects. You can use tags to match student prospects to recruiters automatically, find prospects, and use as criteria for associating engagement plans with prospects.

Supplier Contract Contracts enable your organization to define preferred suppliers, analyze spend for better control, and standardization. They also allow your organization to implement contractual spend to better negotiate and enforce discounts and other supplier terms.

Supplier Contract Type A supplier contract in Workday is always associated with a Contract Type that dictates how the contract can be used across the procure-to-pay chain. Example: when a Contract Type has the **Scheduled Purchase Orders** option set, Workday can use the contract to automatically create purchase orders based on a predefined schedule.

System User An account associated with and required to launch a Connector or Studio integration. Workday delivered integrations and custom integrations require a system user account for authentication and web service calls. A system user account is not associated with a person in Workday.

Staffing Organization An organization category that includes supervisory organizations, matrix organizations, or retiree organizations.

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Target The record into which you want to merge the source in the Duplicate Management Framework.

Tax Code A combination of tax rates that you select on transaction lines.

Tax Rate Application (TRA) A collection of tax amounts across all lines on a taxable document with the same tax applicability, tax code, tax option, tax point date, tax rate, and tax recoverability.

Tax Recovery Pro Rata Factor Percentage A company-specific percentage that modifies the tax recoverabilities that you configure for the tenant.

Termination Adjustment A time off adjustment that automatically sets the remaining balance of a worker's time off plan to zero upon the worker's termination.

Time Block A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.

Time Calculation A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes.

Example: You could create a time calculation to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.

Time Calculation Tag

Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.

Time Clock Event

A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches time clock events to form time blocks, which workers can edit and submit.

Time Code Group

The primary use of a time code group is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position through eligibility rules.

Time Entry Calendar

A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.

Time Entry Code

A time entry code describes the type of time a worker enters, such as worked time or meal allowance. To use time entry codes, you must attach them to time code groups, except for the default time entry code assigned to a time entry template.

Time Entry Template

A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.

Time Entry Validation

Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings display when entering time but don't prevent the worker from submitting time.

Time Off

The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.

Time Off Plan

The rules for entering and tracking 1 or more related time offs. Identifies the unit of time, eligibility requirements, whether to track balances, and if time offs are position-based or worker-based.

Time Period Schedule

A time period schedule defines which dates are available for entry at a given time and defines which dates are paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.

Time Proration Rule	A rule that prorates employees' target compensation in a bonus or merit increase compensation event according to time-based criteria, such as leave of absence or time since hire.
Time Shift	A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.

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U

Unbillable	An unbillable transaction is a billing transaction that has an issue preventing it from being billed. You can't take action on the transaction until you resolve the issue.
Unnamed Resources	Placeholders for project resources that you can use to assign tasks and perform resource forecasting without specific resource assignments.

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Value-Based Project	A customer contract line type that you use when your project billing installment values are not known at the time of contract creation.

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Wave Picking	Enables you to group picking lists together in groups to better organize and prioritize your inventory picking process
Week Breaker	The day of the week on which a worker's work week begins. Defines the 7-day period over which weekly time calculations execute. Unless otherwise specified, the default week breaker is Sunday at 12am.
Work Schedule Calendar	A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.
Workday Studio	An Eclipse-based development environment that enables you to build more complex integrations with Workday.
Workday Web Services	Workday's public API. Based on open standards, Workday Web Services (WWS) provide the core method for integration with Workday.
Worker	An employee or a contingent worker.

Worklets	Mini applications represented by clickable icons in Workday, providing quick and easy access to tasks and data that you access regularly. Example: the Inventory or Time Off worklets, or a worklet based on a report.

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 No Entries

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Y

 No Entries

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Zone Picking	A method of picking for orders from different zones at an inventory site. In Workday, you can split a stock request into multiple zone picking lists for more efficient picking and shipping. You can then ship the zone picking lists separately or merge them before shipment.

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