

IMPORTANT DATES

Expenditure Treatment for Payroll

An additional Worktag, Expenditure Treatment, will be used for Units that want to track personnel funding as continuing or not continuing.

In order to convert into Workday, add User Defined value of ET100 to PeopleSoft costing allocations ahead of time. User Defined of ET100 will translate to Expenditure Treatment ET100 during Workday conversion.

PeopleSoft DBT needs to be updated for effective dates of:

June 7 - biweekly payroll

June 12 or earlier – monthly payroll



EXPENDITURE TREATMENT

EXAMPLE 1

Monthly Employee funded by general funds and for the month of June. In Workday the Unit wants to add the expenditure treatment.

Answer: Since the base funding is not changing and the Unit merely wants to add the User Defined, they have two options:

1. User can wait to enter in Workday
2. Enter a DBT with an effective date June 12 or earlier to add the expenditure treatment tag.



EXPENDITURE TREATMENT

EXAMPLE 2

Monthly Employee funded by grant A and for the month of June. Effective July 1 the Unit wants to move the employee's funding off the grant and use the expenditure treatment worktag. The Unit cannot do this until we go live in WD.

Why? HR is not converting future dated hires so our conversions would be out of sync if Payroll Accounting allows a future dated costing conversion.

Answer: The department only has one option. Since they need the June 2020 payroll expense to hit Grant A user must wait to enter the updated funding directly into Workday.



EXPENDITURE TREATMENT

EXAMPLE 3

Monthly Employee funded by general funds and for the month of June. The June Funding is using a User Defined the Unit wants to keep for FY20 year-end reporting. For July the Unit wants to add the expenditure treatment.

Answer: Since the unit wants to keep the user defined for the June payroll, they only have one option:

- User should wait to enter the expenditure treatment in WD.