

Office of Budget, Payroll & Fiscal Analysis



Assign Costing Allocation Process

- For Work-Studies who ended in May and will be reappointed for Fall – Department must submit Workday “Assign Costing Allocation Process” to extend funding as follows:
 - Search for employee in Workday by name
 - Select **Actions** button, hover over **Payroll**, and select **Assign Costing Allocation**
 - Confirm Worker and Position Info is correct, click **OK**
 - Delete the End Date in the current Costing Allocation, **leave blank (MM/DD/YYYY)**
 - Worktag for current Costing Allocation should state **TAMUS Cost Center: 16-210226-00000 (WSFA) DT-Work Study Tamiu (Default)** and **100%**
 - Enter **Comments** stating **Employee continuing through FY 2020**
 - Click **Submit**

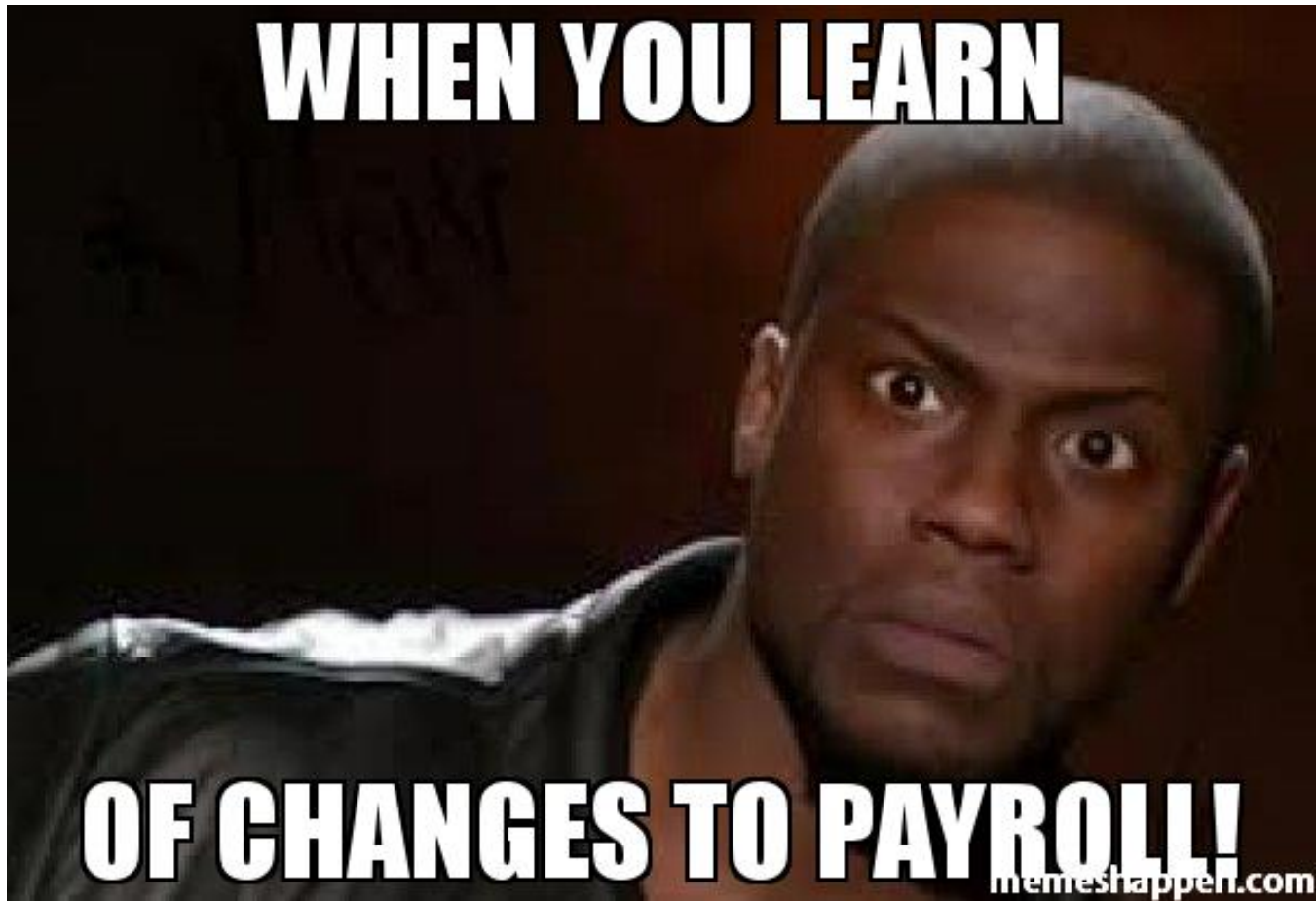
Setting up a Delegate in Workday

- If you are a supervisor and will be out during a timesheet deadline, please set up a delegate to approve your worker's time if necessary.
 - Click on the cloud icon on the top right corner of Workday
 - Select the first option with your name and **View Profile**
 - Select **Actions**, then **Business Process**, then **Manage Delegation Settings**
 - Click **Request Delegation Change**, enter a **Begin Date (cannot be in the past)**, **End Date**, and type in the employee you would like to **Delegate**
 - Select the option **For Business Process** and type in/select **Enter Time**
 - Decide if you would like to **Retain Access to Delegated Tasks in Inbox** by checking or unchecking the option
 - Enter **Comments** stating why you are designating a delegate (i.e. Out on vacation leave from 8/1/2019-8/15/2019, Wooooo!!!)
 - Click **Submit**

Timesheet Reminders ☺

- Employees do not receive formal training through HR or Payroll on how to submit timesheets, please train students as necessary.
- Prior pay period corrections must be communicated to Payroll and HR via email at budgetandpayroll@tamiu.edu and hr@tamiu.edu.
- Timesheets in Workday do not need to be canceled – if an employee does not have any hours to report, no action in Workday is required.
 - However, if an employee is not going to work/report hours for two consecutive pay periods due to study abroad, leave of absence, FMLA, etc. memo should be submitted and on file with HR/Payroll justifying the lack of hours. If the lack of hours is due to Summer break, please e-mail HR and Payroll.
- Hours that are not submitted and approved by the timesheet deadline will not be paid on the appropriate pay date. They will be processed on the next available pay date so please be sure to submit and approve!

If earlier departmental deadlines are necessary, feel free to set them.



Any questions? Thank you!