



Costing Allocations & Payment Elections

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Costing Allocation

Demo

What is changing?

- New design for costing allocations
 - ▣ Existing Costing Allocation is on a new tab
 - Cannot edit Existing Costing Allocation tab
 - ▣ Summary of changes to the left on the Proposed Costing Allocations tab
 - ▣ Add button now at the top left of Proposed Costing Allocation tab instead of the bottom of the screen
- Error Screen

What is remaining the same?

- Should end existing costing before beginning the new
- Location of attachments remain the same
- Validations for Costing Allocations remain in place
 - ▣ Must have Source of Funds for all unrestricted costing allocations
 - ▣ Must have correct worktags
 - ▣ Must have any required attachments
- Approval screen remains the same for Approvers

Payment Elections – Best Practices

□ **Be Cautious with Emails and Links**

- Avoid clicking on links in unsolicited emails or texts. If you are unsure about the legitimacy of a message. Employees should report suspect phishing emails in accordance with their campus policy. For Baton Rouge campus see link for more details [Report Phishing E-mail - GROK Knowledge Base](#)

□ **Use Strong Passwords**

- Create unique, complex passwords for all your accounts. Avoid reusing passwords from other sites.

□ **Access Important Information Employee Self-Service (ESS)**

- Use Employee Self Service through Workday to manage your direct deposit information securely.

Payment Elections – Best Practices

- **Follow Steps Multi-Factor Authentication (MFA) Carefully**
 - If an employee is not actively logging in, they can report the MFA attempt as fraud through the MFA mechanism itself by identifying that it's not them.
- **Monitor Your Payment Elections Periodically in Workday**
 - Verify that both the routing and account numbers remain unchanged. Hackers may change the routing and account number but leave the bank account name unchanged.
- **Monitor Your Bank Account Activity**
 - Regularly review your bank activity to ensure all deposits are made in accordance with your respective payroll schedule and there is no suspicious activity.