

February 19, 2026
Accounting Services

Workday Financials Lunch and Learn

Costing Allocations



Overview of Costing Allocation in Workday

Costing Allocation Purpose:

Costing allocation ensures salary costs are assigned to the correct FDM value(s)

Three Allocation Levels:

Three allocation levels include:

- Position Restriction
- Worker Position
- Worker Position Earning

Costing Allocation Processes:

Costing allocations can be standalone or within HR workflows such as a hire process or data change.



Additional Resources for Completing a Costing Allocation

Information on position and hire forms are found in the overall process

1. Select the blue hyperlink of the overall process
2. If the link is not blue, select that settings wheel in the task
3. Select view details
4. Review information and attachments

The screenshot displays a web application interface with three main panels. The left panel, titled 'Search Results', shows a search for 'costing alloc' with 8 items. The middle panel, titled 'View Event', shows details for 'Costing Allocation for Hire: Robert Lowe - 1' with 4 items. The right panel shows a task card with a settings wheel icon highlighted in a red box. A context menu is open over the 'Overall Process' link in the middle panel, with 'View Details' highlighted in a red box. The context menu options are: See in New Tab, Copy URL, Copy Text, View Printable Version, and Export to Excel. The task card on the right has a settings wheel icon highlighted in a red box, and a context menu is open over it with 'View Details' highlighted in a red box. The context menu options are: Cancel, Delegate Task, and View Details.

Search Results (8 items)

costing alloc

Advanced Search

From Last 90 Days

01/27/2026 - Successfully Completed

Costing Allocation for Start
Additional Job: Autumn Vine - UWSTP | COLS | School of Humanities and Global Studies (SOHGS) - Cheever_SH (Lindsey Cheever)
01/26/2026

Costing Allocation for Hire: Robert Lowe - 10038641 Lecturer
01/07/2026

View Event Costing Allocation for Hire: Robert Lowe - 1 (4 items)

For 10038641 Associate Lecturer-RLowe

Overall Process [Hire: Robert Lowe](#)

Overall Status Successfully Completed

Details Process

Event Details

Costing Allocation Level Worker and Position

For Robert Lowe

For 10038641 Lecturer - Robert Lowe

Proposed Costing Allocations

Settings wheel icon highlighted in red box

Context menu options: See in New Tab, Copy URL, Copy Text, View Printable Version, Export to Excel

Context menu options: Cancel, Delegate Task, View Details



Resources

- Job Aid - [Assign Costing Allocation](#)
 - Coming soon, job aid tailored to UWSP standards and internal procedures
- All Workday Job Aids: [UW System Workday KnowledgeBase](#)

For questions when completing a costing allocations, please reach out to Accounting Services for assistance, accounting.services@uwsp.edu



Questions?

