March 8, 2023

Hello Area Finance Officers and Cost Center Managers,

This summer, Workday will enable WSU to charge *Employer Benefits Package Contributions - BENEFITS PKG* to the Worker Position Costing Allocation of benefits-eligible faculty members during pay periods wherein they receive no earnings.

For example, a faculty member with a 9 month appointment who is not receiving pay over the summer may now have their *Employer Benefits Package Contributions - BENEFITS PKG* charged to the Worker Position Costing Allocation effective for the given pay period. In previous years, an EIB was required to avoid these benefits from being charged to the Default Organizational Assignment worktags. As a result of this new functionality, the EIB process will be retired.

**Action required from you:**

For Academic Faculty members who are not paid over the summer and would like to have *Employer Benefits Package Contributions - BENEFITS PKG* charged to a specific set of worktags, ensure the employee has a Worker Position Costing Allocation effective between 5/16-8/15. If they have any other type of costing allocation (Worker Position Earning, Position Restriction, Worker Position Period-Activity Pay) the *Employer Benefits Package Contributions - BENEFITS PKG* will be charged to the workers’ Default Organizational Assignment worktags. Please ensure a Worker Position Costing Allocation is in place or approved before the 5/1-5/15 Deadline/Time Entry Lock date. For important payroll deadlines, download a copy of the 2023 Workday Payroll Document Schedule [here](https://payroll.wsu.edu/deptpay-users/).

For Academic Faculty members who are paid over the summer, the *Employer Benefits Package Contributions - BENEFITS PKG* will only be charged to a Worker Position Costing allocation. If they have any other type of Costing Allocation (Worker Position Earning, Position Restriction, Worker Position Period-Activity Pay) the *Employer Benefits Package Contributions - BENEFITS PKG* will be charged to the Default Organizational Assignment worktags. Please ensure a Worker Position Costing Allocation is in place between 5/16-8/15 or approved before the 5/1-5/15 Deadline/Time Entry Lock date. For important payroll deadlines click [here](https://payroll.wsu.edu/deptpay-users/) and download a copy of the WORKDAY Payroll Document Schedule 2023.

This new functionality will only be enabled from May 16 to August 15, 2023, for faculty members in the Academic Pay Group. After this timeframe, the normal costing hierarchy will apply. View the Costing Allocation Hierarchy [here](https://jira.esg.wsu.edu/servicedesk/customer/kb/view/213225980).

For further information please visit our [FAQ page](https://jira.esg.wsu.edu/servicedesk/customer/kb/view/252747199). We will also hold three Q&A Zoom sessions beginning March 20 to help answer any questions you may have. You may view available session times and register for a session in [Percipio here](https://share.percipio.com/cd/UYyWFJu8H).

Thank you,

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