Default Salary Account

The following is a list of possible reasons why payroll items are posting to the default account instead of to a departmental or project account:

1. **No cost allocation in Workday:** Cost allocation account must be in the ***Worker Position*** line in Workday to be picked up in the feed to FAMIS. This is also the line used for encumbrances. The Position Restrictions line is used when there is not a worker assigned to the position. The account in the Position Restrictions line will be used to encumber vacant positions. When the position is filled, the encumbrance will move to the account on the Worker Position line. The cost allocation date should be the first day of work for a new employee, not the date the allocation is entered. Cost allocation should be open ended. End date of cost allocation will not prevent salary from being paid to an employee but will post any salary after the end date to the default account.

2. **Change in cost allocation:** If you wish to change a cost allocation, start a new line with the first effective date of the new allocation. Workday will charge the original allocation until the beginning date of the new allocation. This allows for a cost allocation change in the middle of a pay period to pick up both costing allocations needed. Be aware that cost allocations need to be approved, so enter them as soon as possible in order to ensure cost allocation will be approved before the payroll calculation date. Please do not delete old cost allocations, as the history is used to identify the correct costing when retro entries are made.

3. **Social Security numbers:** All employees paid from state funds (for TAMU - accounts 1XXXXX or 29XXXX) **must** have a Social Security number entered in Workday in order to receive a state ID (TINS). This is a requirement of reimbursement from the State of Texas. Social Security numbers are also needed for year-end W2 reporting. The employee or the HR Partner may enter the SSN in Workday. Best practice is to have an HR Partner enter it during onboarding to allow time for the necessary approval process.

4. **Cost allocation has disappeared:** If the Assign Costing Allocation button is clicked in the TASK, the business process is initiated. If after clicking the button, the task is submitted but no changes were made, the worker position cost allocation is now blank. The salary will now post to default account. If the Assign Costing Allocation is clicked, you **must** enter an account.

5. **Zero Salary charges:** There are times when there is no salary amount associated with a benefit charge. FAMIS is not picking up the cost allocation for these charges, causing them to post to the default account. FAMIS is working on correcting this problem.

Your assistance is appreciated in providing accounts for the Payroll Cost Transfers (PCT) needed to correct salary charges to the default salary account. Our goal is to have all salaries posted to the appropriate departmental or project account as soon as possible to provide an accurate financial picture.

If you have any default salary account or PCT questions, you may contact financial-reporting@tamu.edu.