

Overview

Each job assignment in Workday has an Organizational Assignment, which is the default costing dimension that an employee is paid from. All Default Organizational Assignments have the three costing elements of Fund, Cost Center and Program.

Costing Allocation allows for the flexibility to allocate all or a portion of pay to be expensed other than the organizational assignment default.

Workday Terminology

Workday Term	Description
Fund	<p>Defines College activities restricted, unrestricted, and fund reserved for plant projects. Funds are also used to group related activities for financial statement and budget management purposes. Funds are assigned to each Cost Center, Grant and Project. Note: When selecting Worktags, first input Grant, followed by Project, then Cost Center to get the correct default values.</p> <ul style="list-style-type: none"> • 1110 - Operating fund • 1120 - Workforce Development and Continuing Education • Funds that begin with 2 are grants, requires Grant as costing Worktag designation <ul style="list-style-type: none"> ○ 2100 Student Financial Aid ○ 2200 Federal Grants ○ 2300 State Grants ○ 2400 County and Local Grants ○ 2500 Non-Government Grants ○ 2600 Foundation Gifts and Grants, requires both Grant and Gift as costing Worktag designation. Foundation Gift will default from the Grant and should not be changed or deleted. • 1130 – MCTV Cable Television • 3110 – Auxiliary Services, requires Auxiliary as costing Worktag designation. Some examples include: <ul style="list-style-type: none"> ○ 3111 MBI Cafe ○ 3120 Facilities Rental ○ 3121 PAC Rental ○ 3122 CAC Rental • 8100 – Agency Funds, requires Agency as costing Worktag designation • 9xxxx – Plant fund
Cost Center	<p>Cost Centers are used to capture budgeted revenues and expenditures of strategically defined departments or defined business segments.</p> <ul style="list-style-type: none"> • Note: A Specialization is a sub-division of a Cost Center based on

Fund, Cost Center and Program
Workday Job Aid

	<p>departments' needs. For example:</p> <ul style="list-style-type: none"> ○ Cost Center 254800 – Specialization 254801 Athletics - Baseball Men's ○ Cost Center 254800 – Specialization 254810 Athletics - Basketball Women's ○ Cost Center 254800 – Specialization 254811 Athletics - Basketball Men's
<p>Program</p>	<p>Functional Classification is used to track operating expenses for financial statement reporting. This is a requirement for financial statement reporting to the Maryland Higher Education Commission and is not an optional field. Allowed Programs & Disciplines are assigned to each Cost Center, Grant, and Project. Note: When selecting Worktags, first input Grant, followed by Project, then Cost Center to get the correct default values.</p> <ul style="list-style-type: none"> ● Discipline is only required for Instructional Program 1000

Program Descriptions

Program	Description
Program 1000 – General Instruction	Includes all activities that are part of the College’s instruction program – the teaching of our students. Expenses for credit courses; academic, vocational and technical instruction; remedial and tutorial instruction are all included.
Program 4000 – Academic Support	Includes activities that support the College’s primary program of instruction as well as the retention, preservation, and display of educational materials, such as libraries. The services that directly assist the academic function such as demonstration schools, education media and technology such as computing support. Additionally, the cost of academic administration.
Program 5000 – Student Services	Includes activities that contributed to the well-being and social development outside of the classroom as well as providing the place and means for admission to college. Expenses for student activities, counseling and career guidance, student aid administration, admission and registrar services are all included.
Program 6000 – Operation of Plant	Includes activities related to the operation, maintenance, and preservation of the College’s physical plant. Expenses related to these activities are janitorial and utility services, maintenance and operation of buildings and other plant facilities, care of the grounds as well as space and capital leasing. In order to conform with NACUBO reporting and classification, safety and security were moved from institutional support function to operation and maintenance of plant function starting in FY 2017.
Program 7000 – Institutional Support	Includes central and executive level activities concerned with the management and long-range planning for the College. Expenses related to these activities are governance activities, planning and programming operations, fiscal operations, administrative, information technology, and employee personnel records.
Scholarship function (Program SFMB Scholarship & Fellowship-Merit Base and Program SFND Scholarship & Fellowships-Need Base	Includes expenses for scholarships that neither requires the recipient to perform a service to the funding source.