Workday Compensation Plan Lookup

Financial Main Menu>Lookup and Maintenance>Budget Construction

**Budget Construction**
- Workday Job Family Code
- Workday Job Profile Code
- Workday Employee Type Code
- Workday Compensation Plan
- Workday Earn Code

**Purpose of the lookup**
- KBC users should consult the Compensation Plan lookup table to find the appropriate compensation plan ID that is used in KBC to match to the description of the compensation plans that are imported from Workday.
- Other tables shown on the menu will give you the information helpful in making the association between the different components used to assign funding in a position in KBC, and can be particularly helpful in resolving error messages in salary setting screens.

**Components of the Workday Compensation Plan lookup**

**Workday Compensation Plan Code**
- The code required in KBC in order to match it to the correct plan in Workday.
- The code appears in the salary setting screens, the Salary export report/worksheet, and is required in the Salary worksheet for uploading.
- Descriptions can be similar between different comp plans, so the code is required to make an exact match.

Example:

| HOURLY_PLAN-6-1 | Base Pay - Hourly |

**Workday Compensation Plan Description**
- The description matches most closely with what you see in Workday when you look at the Compensation tab for the position.
- Many descriptions may seem similar to each other, so you need to match most closely all of the fields in the lookup to find the best code when using KBC.

**Allowances**
- Allowances have a comp plan and are mapped to an object code.
- Since they have a comp plan they can be added to the position/incumbent, or to a pooled position.
- Some object codes have multiple allowances mapped to them. Examples:
  - Mobile allowance
- Car allowance
- Allowances may be distributed on the same pay frequency as the recipient’s pay or they may have a choice, such as receiving a mobile allowance either biweekly or monthly.
- Once you select the object code in KBC, you must select the comp plan as well if there is more than one choice for that object code.

<table>
<thead>
<tr>
<th>Workday Compensation Plan Description</th>
<th>Workday Compensation Plan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Housing Subsidy</td>
<td>Allowance</td>
</tr>
<tr>
<td>Neighborhood Homeownership Program</td>
<td>Allowance</td>
</tr>
<tr>
<td>Expense Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Living Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Car Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Mobile Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Moving Allowance</td>
<td>Allowance</td>
</tr>
<tr>
<td>Child Care Allowance</td>
<td>Allowance</td>
</tr>
</tbody>
</table>

**One-time payments**

- One-time payments are processed differently in Workday without assigning a comp plan to the recipient.
- If they map to an object code that requires fringe benefits, you must add them to a vacant or a pooled position, in order to properly allocate the budget and fringes.
- They cannot be added to an incumbent in KBC because there is no comp plan.
- Consult the procedures in Workday for that type of pay to know how to proceed in Workday once you have budgeted the funds in KBC.

**Finding the comp plan to match to an object code**

- If you don’t know if there is a comp plan for the object code, use the BC lookup- BC Compensation Plan Export.

- Select the object code you wish to look up and click on export.
- If there is no comp plan mapped to the object code, then you will get the message “No records found that satisfies your search criteria.”