OVERVIEW:

When a new position is created in Workday, the Payroll Partner by Location provides information to direct the accounting for the position/employee. This information is from the Approved Chart of Accounts, available from the location accountant/bookkeeper. If you need an Approved Chart of Accounts, please contact Finance at the Chancery.

PROCESS:

1. From your Inbox, open Assign Organizations: Create Position.

2. In the Company field, use the menu to select 001 – Roman Catholic Bishop of San Jose. (This identifies the Federal Employer for wages – currently all employees are employed by the Roman Catholic Bishop of San Jose (FEIN = 94-2734503).)

3. In the Cost Center field, use the menu to select the appropriate value. (This identifies the cost center (department) for wages.)

4. In the DSJ Account field, use the menu to select the appropriate value. (This identifies the General ledger account number for wages.)

NOTE: Fund, DSJ Project, and DSJ Net Asset Type are left blank.
5. If the position is for a **Clergy Member**, use the menu to select **DSJ Clergy Member**. (This must be completed for clergy members only in order for the clergy member transactions to be processed correctly.)

6. Submit.