



Workday@Penn

Object Code Rules

Last Updated: 07/01/2023

Workday – Object Code Configuration Rules

All Object Codes (for both Expense and Liabilities) are set up in Workday as Ledger Accounts.

Rules for Object Codes can be set up using the following fields:

- Total FTE% on Worker (benefits will be using this. FT benefits will be offered if FTE% \geq 87.5%)
- Position Worker Type (employee type - Academic, Staff, Postdoctoral, Student, Temporary)
- Job Profile or Job Category
- Pay Group (weekly, monthly, academic)
- Time Type (full-time/part-time)
- Account Segments
 - Penn Cost Center (Ben Financial Org)
 - Penn Fund (Ben Financial Fund)
 - Penn Program (Ben Financials Prog)
 - Penn CREF (Ben Financials CREF) – entered as XX-YYYY where XX is School/Center

** PT benefits will be offered to those eligible with an FTE% between 43.5% and 87.5%. FT Benefits \geq 87.5% FTE*

Students and Temporary Workers are NOT eligible for FT Benefits.

As of 7/1/2023 – new non-NRSA Postdoc Benefits / EB (designated in document as EB: PDoc)

Workday – Object Code Configuration Rules

Object Code Rules can NOT be based on:

- SSN Limit
- Benefits acceptance including ACA Benefits Acceptance

Two New Program Numbers to Assist with Object Code Logic:

- New Program **3020** for CPUP earnings.
 - To determine how to assign 1511/1258 (CPUP EB) vs. 1522/1252 (FT EB)
 - Details included on “Workday - CPUP/CHOP Pay and CPUP Clinical Rate” slide in Object Code Logic Section
- New Program **5406** for Nursing interfund.
 - To determine how to assign 1252
 - Details included on “Accounts for Interfund – Outside of CPUP earnings” slide in Object Code Logic Section

Object Code Logic

Workday – Accounts for CPUP/CHOP Pay and CPUP Clinical Rate

- CPUP Earnings only allowed on CPUP Academic Jobs (315071) or Penn Medicine Clinician Jobs (110193)
- PSOM must use interfund (014003). Dental must use ORG 5194
- Lines outside of Dental (5194), or PSOM (014003) will follow regular Monthly/Academic rules (e.g. 5110 for FT Penn med clinicians)

REFERENCE: http://www.finance.upenn.edu/ftd/documentation/QRG_CPUP_CHOPPA.pdf, https://www.med.upenn.edu/policy/user_documents/PennWorks-SOMspecificinstruction-May2015.pdf

Earnings	Fund (PSOM) /Org (Dental)	Program	CHOP Obj Code**	CHOP Object Code Description	CPUP Obj. Code	Object Code Description	EB Rate
CPUP Pension Adjustment	014003/5194		1258	AR H/A CHOPPA Payroll	1514	CPUP Fringe Benefits	CPUP
CPUP SERP Gross	014003/5194		1258	AR H/A CHOPPA Payroll	1514	CPUP Fringe Benefits	CPUP
CPUP Guaranteed Variable Pay	014003/5194		1258	AR H/A CHOPPA Payroll	1513	CPUP Variable Pay	CPUP
CPUP Bonus	014003/5194		1258	AR H/A CHOPPA Payroll	1512	CPUP Bonus	CPUP
CPUP Allowance	014003/5194		1258	AR H/A CHOPPA Payroll	1514	CPUP Fringe Benefits	CPUP
CPUP Variable Pay	014003/5194	3020	1258	AR H/A CHOPPA Payroll	1513	CPUP Variable Pay	CPUP
		3407 /3410	1252	AR H/A Full-time Faculty	1522	Salaries Fulltime Faculty	FT
CPUP Administrative Pay	014003/5194	3020	1258	AR H/A CHOPPA Payroll	1511	CPUP Comp: Base Pay	CPUP
		3407/3410	1252	AR H/A Full-time Faculty	1522	Salaries Fulltime Faculty	FT
CPUP Regular Academic	014003/5194	3020	1258	AR H/A CHOPPA Payroll	1511	CPUP Comp: Base Pay	CPUP
		3407/3410	1252	AR H/A Full-time Faculty	1522	Salaries Fulltime Faculty	FT
CPUP Regular Monthly	014003/5194	3020	1258	AR H/A CHOPPA Payroll	1511	CPUP Comp: Base Pay	CPUP
		3407/3410	1252	AR H/A Full-time Faculty	1522	Salaries Fulltime Faculty	FT

New Program Code 3020 to determine how to assign 1511/1258 (CPUP EB) vs. 1522/1252 (FT EB)

**** CHOP org codes: 4465,4530,4203,4505,4432,4392**

Workday – Accounts for Interfund – Outside of CPUP Earnings

Earnings	Fund	Empl Type	Job Family	Penn Cost Center	Total FTE	Obj Code	Object Code Description	EB Rate
Allowances (see top page 8 for details)	014003			CHOP org codes: 4465,4530,4203,4505,4432,4392		1253	H/A Salaries – Part time	PT
				All other cost centers		1523	Interfund: Salaries Part time	PT
<i>All Earnings except the Ones on CPUP special earnings/ program combinations and allowances listed above)</i>	014003		WS Job family group –inc. 599072; 217703, 217004, 206060, 217003, 217303	*CHOP org codes: 4465,4530,4203,4505,4432,4392		1254	H/A Salaries – No EB charged	No EB
		Non-NRSA Pdocs	217603 – postdoc fellow 217500 – pdoc researcher	*CHOP org codes: 4465,4530,4203,4505,4432,4392		1283	H/A PD / Receivable Salaries – Postdoc	PDoc
		Stu, Temp		*CHOP org codes: 4465,4530,4203,4505,4432,4392		1253	H/A Salaries – Part time	PT
		Academic		4465,4530,4203,4505,4432,4392	>= 87.5	1252	H/A Salaries – Full time Faculty	FT
		Staff		*CHOP org codes: 4465,4530,4203,4505,4432,4392	>= 87.5	1251	H/A Salaries – Full Time Admin & Staff	FT
				4465,4530,4203,4505,4432,4392	< 87.5	1253	H/A Salaries – Part time	PT
			WS Job family group –inc. 599072; 217703, 217004, 206060, 217003, 217303	All other cost centers		1524	Interfund Salaries – No EB charged	No EB
		Non-NRSA Pdocs	217603 – postdoc fellow 217500 – pdoc researcher	All other cost centers		1543	Interfund: Salaries – Postdoc	PDoc
		Stu, Temp		All other cost centers		1523	Interfund: Salaries Part time	PT
		Academic		All other cost centers	>= 87.5	1522	Interfund: Salaries Fulltime Faculty	FT
		Staff		All other cost centers	>= 87.5	1521	Interfund: Sal Full Time Admin & Staff	FT
				All other cost centers	< 87.5	1523	Interfund: Salaries Part time	PT
		000000	(continued next page)					

Workday – Accounts for Interfund – Outside of CPUP Earnings (cont'd)

Earnings Code	Fund	Empl Type	Job Profile	Penn Cost Center	Program	Total FTE	Obj Code	Object Code Description	EB Rate
<i>All Earnings except the Ones on CPUP special earnings/ program combinations and allowances listed above)</i>	000000	Non-NRSA Pdocs	217603 – postdoc fellow 217500 – pdoc researcher	(ORG 5194 or 21xx)			1543	Interfund: Salaries – Postdoc	PDoc
		Academic		(ORG 5194 or 21xx)		>= 87.5	1522	Interfund: Salaries Fulltime Faculty	FT
		Staff		(ORG 5194 or 21xx)		>= 87.5	1521	Interfund: Sal Full Time Admin & Staff	FT
				(ORG 5194 or 21xx)		< 87.5	1523	Interfund: Salaries Part time	PT
				(ORG 0602 or 0603)	5406			1252	H/A Salaries – Full time Faculty

Workday – Accounts for Graduate Student/Postdocs

Earnings	Object Code	Object Code Description	FICA/ Medicare Exemption	EB Rate	Job Profile	Job Profile Description
Post Doc Non_NRSA	5065	Non-NRSA Postdoctoral Fellow		PDoc	217603	Postdoctoral Fellow
Post Doc Non_NRSA	5064	Postdoctoral Researcher		PDoc	217500	Postdoctoral Researcher
Non-NRSA Allowance for NRSA Postdocs	5063	Postdoctoral NRSA Fellow		PT	217703	Postdoctoral Fellow, NRSA
Post Doc NRSA, Post Doc NRSA Child Care	5043	Postdoctoral NRSA Fellow		No EB	217703	Postdoctoral Fellow, NRSA
Grad Fellow-In Class (GF5) Grad Fellow-In Class Period Activity Pay (GP5)	5040	Teaching Assistant	Yes (Exempt)	No EB	217004	Teaching Assistant
Grad Fellow-No Class (GF1) Grad Fellow-No Class Period Activity Pay (GP1)	5049	Teaching Assistant – Summer Appointment	No (Not-Exempt)	PT	217004	Teaching Assistant
Grad Fellow-In Class (GF5) Grad Fellow-In Class Period Activity Pay (GP5)	5041	Research Assistant	Yes (Exempt)	No EB	206060	Research Assistant A
Grad Fellow-No Class (GF1) Grad Fellow-No Class Period Activity Pay (GP1)	5070	Research Assistant – Summer Appointment	No (Not-Exempt)	PT	206060	Research Assistant A
Grad Fellow – Degree Requirement (GF6) Grad Fellow –Degree Req. Period Activity Pay (GP6)	5048	Teaching Fellow		No EB	217003	Teaching Fellow
Grad Fellow – Degree Requirement (GF6) Grad Fellow – Degree Req. Period Activity Pay (GP6)	5044	Research Fellow		No EB	217303	Research Fellow
Grad Fellow-No Tax Withheld, Education Fellow/Pre Doc Stipend	5046	Education/Predocctoral Fellowship		No EB		* For all Educ fellowship job/Pre-doc Jobs and Education Fellow / Pre-doc OTPs
Grad Student One Time Payment	5134	Hourly Pay: Temporary/Part-time		PT		* OTP for grad studs for hourly work on side

Postdoctoral Workers & Graduate Students follow: <https://www.finance.upenn.edu/payroll-taxes/taxable-income/>

Workday – Accounts for Allowances and Faculty/Teaching

Earnings	Employee Type	Pay Group	Job Family	Total FTE	Object Code	Object Code Description	EB Rate
One-time payment Allowance and Allowance for these OTP plans (including gross-up plans): <ul style="list-style-type: none"> - Business Expense - Clothing Allowance - Meal Allowance - Relocation Expense - Tuition Reimbursement - Travel Expense - Wellness Payments - Workforce Support Grant - Non-NRSA Insurance Subsidy 		Academic			5057	Academic Allowances	PT
		Monthly			5104	Allowances: Professional Staff	PT
		Weekly			5134	Hourly Pay: Temporary/Part-time	PT
Earnings	Employee Type	Pay Group	Job Family	Total FTE	Object Code	Object Code Description	EB Rate
Summer Instruction				>= 87.5	5052	Summer Instruction	FT
				< 87.5	5020	Faculty – Subject to part time	PT
Summer Research				>= 87.5	5053	Summer Research	FT
				< 87.5	5020	Faculty – Subject to part time	PT
Non-Summer Additional Academic Instruction, Staff Instruction				>= 87.5	5054	Other Full Time Teaching	FT
				< 87.5	5020	Faculty – Subject to part time	PT
Wharton Exec One-time payments					5020	Faculty – Subject to part time	PT
Regular Administrative Allowance Pay (and Regular Administrative Allowance 2), Acting Rate Exempt Allowance		Academic		>= 87.5	5056	Academic Administrative	FT
				< 87.5	5057	Academic Allowances	PT
Regular FIAP Pay					5010	Standing Faculty	FT
Supplemental Teaching	Postdoc			>= 87.5	5054	Other Full Time Teaching	FT
				< 87.5	5020	Faculty – Subject to part time	PT

Workday – Accounts for Faculty / Academic

Earnings	Employee Type	Pay Group	Fund/ Program	Job Family	Total FTE	Object Code	Object Code Description	EB Rate
Supplemental Non-Teaching	Monthly Student (non-Penn/Non-Degree)	Academic				5130	Salaries: Temp/Part-time Professional Staff	PT
		Academic			>= 87.5	5055	Extra Non-Teaching	FT
<i>All Academic earnings (except otherwise noted for example One-time Allowance):</i> e.g. Regular Monthly Academic	Academic	Academic	020200/7472			5030	Scholarly Leave	No EB
	Academic	Academic		Tenure & Clinician-Educator		5010	Standing Faculty	FT
	Academic	Academic		Practice, Visiting, Research (Academic)	>= 87.5	5011	Non-Standing Faculty	FT
	Academic	Academic		Clinical, Adjunct, Academic Clinician, Academic Support Staff, CPUP	>= 87.5	5011	Non-Standing Faculty	FT
	Academic	Academic		Clinical, Adjunct, Academic Clinician, Academic Support Staff, Administrative, Academic Management, CPUP, Practice, Visiting, Research (Academic)	< 87.5	5020	Faculty-Subject to part time EB	PT
	Academic	Academic		Emeritus		5020	Faculty-Subject to part time EB	PT
	Academic	Academic		Administrative, Academic Management	>= 87.5	5056	Academic Administrative	FT

Workday – Accounts for Non-Exempt Weekly, Monthly Exempt Staff & Temps

Earnings	Employee Type	Pay Group	Time -type	Job Category	Total FTE	Object Code	Object Code Description	EB Rate
All Weekly regular, overtime and extra services earnings	Temporary Students	Weekly				5134	Hourly Pay: Temporary/Part-time	PT
<i>Weekly Overtime Earnings for Staff</i> <ul style="list-style-type: none"> Non-Exempt Overtime or Premium Earnings (e.g., Straight Overtime, Overtime (1.5x) OTP, Holiday Worked, Doubletime). 	Staff	Weekly		Union		5126	Overtime: Unionized Staff	FT
	Staff	Weekly		NE Union	< 87.5%	5134	Hourly Pay: Temporary/Part-time	PT
	Staff	Weekly		NE Union	>= 87.5%	5112	Overtime: Support Staff	FT
<i>All weekly regular and extra services earnings.</i> <i>For Example:</i> <ul style="list-style-type: none"> Regular Weekly Pay & all Weekly Non-Exempt Leave Pay (e.g. Holiday, Jury Duty) On-call pay and Shift/Diff (e.g. Shift @ 10%) Allowances: One-time payments and Allowances 	Staff	Weekly		Union		5120	Hourly Pay: Unionized Staff	FT
	Staff (for phased retirement)	Weekly	Full-time		< 87.5%	5114	Hourly Pay: FT Support Staff	FT
	Staff	Weekly		NE Union	< 87.5%	5134	Hourly Pay: Temporary/Part-time	PT
	Staff	Weekly		NE Union	>= 87.5%	5114	Hourly Pay: FT Support Staff	FT
Supplemental Non-Teaching	All but Academic	Monthly			>= 87.5%	5102	Non-Teaching Additional Work Professional Staff	FT
<i>All Monthly earnings,</i> (e.g. Regular Monthly Staff, Vacation Payout, Award)	Temporary, (postdoc/ monthly excl. page 10)	Monthly				5130	Salaries: Temp/Part-time Professional Staff	PT
	Staff (for phased retirement)	Monthly	Full-time		< 87.5%	5100	Salaries: Professional Staff FT EB	FT
	Staff	Monthly			< 87.5%	5130	Salaries: Temp/Part-time Professional Staff	PT
	Staff	Monthly			>= 87.5%	5100	Salaries: Professional Staff FT EB	FT

Benefits are assigned by total FTE: 43.5% PT Benefits, or 87.5% FT Benefit levels

*Temporary are eligible for ACA benefits – Cannot switch Object code in WD if ACA benefits are accepted

Workday – Accounts for Undergraduate Students and Affiliated Students

Earnings Code	Fund	Object Code	Cost Center	Object Code Description	EB Rate	Job Profile/Job Family Group	Job Profile Description
Student Worker Regular Pay		5134		Hourly Pay: Temporary/Part-time	PT	Job family group student worker (includes 599070)	Student Worker
Series of WS Earnings		5134		Hourly Pay: Temporary/Part-time	PT	599072	SFS International Work Study
Series of WS Earnings		5139		Part-Time College Work Study	No EB	All other WS Job Classes – Job family group – except 599072	All WS except SFS International WS, including <ul style="list-style-type: none"> • Work Study – On Campus • Work Study – Off-Line • Work Study – Community Service, etc.
Regular Monthly Administrative		5130		Salaried (monthly paid)	PT	900005, 900086	Non-Penn Student Non-Degree Penn Student
Americore Pay		5130		Salaried (monthly paid)	PT	900018	Americore

Obsolete Object Codes

Obsolete/Modified Expense Object Codes

The following object codes will no longer be used because we cannot determine assignment between Financial/General and Instruction/Research:

Obsolete Object Code	Obsolete Object Description	EB Rate	Object Code to be Used	Draft Modified Description	EB Rate
5101	Salaries: Instruction/Research Professional Staff	FT	5100	Salaries: Professional Staff FT EB	FT
5115	Regular Pay: Instruction/Research Part Time hourly paid Support Staff	FT	5114	Hourly Pay: FT Support Staff	FT
5121	Regular Pay: Instruction/Research Support Staff (Unionized staff)	FT	5120	Hourly Pay: Unionized Staff	FT
5131	Salaried (monthly paid): Instruction/Research (temp/part time staff)	PT	5130	Salaries: Temp/Part-time Professional Staff	PT
5135	Hourly: Instruction/Research (temp/part time)	PT	5134	Hourly Pay: Temporary/Part-time	PT

Educational Fellowship and Pre-Doctoral Fellowship will be merged to accommodate new combined compensation plan.

Obsolete Object Code	Obsolete Object Description	EB Rate	Object Code to be Used	Draft Modified Description	EB Rate
5045	Pre-Doctoral Fellowship	No EB	5046	Educational/Pre-doctoral Fellowship	No EB

Obsolete Expense Object Codes

The following object codes related to salaried weekly employees will no longer be used:

Obsolete Object Code	Obsolete Object Description	EB	Object Code to be Used	Draft Modified Description	EB Rate
5110	Salaries: Financial/General Administrative Support Staff (non-exempt salaries weekly paid)	FT	5114	Hourly Pay: FT Support Staff	FT
5111	Salaries: Instruction/Research Support Staff (weekly)	FT			
5113	Extra Services/Overtime: Instruction/Research Administrative Salaried Support Staff (weekly)	FT			
5124	Salaries: Financial/General weekly paid Unionized Staff	FT	5120	Hourly Pay: Unionized Staff	FT
5125	Salaries: Instruction/Research weekly paid Unionized staff	FT			
5127	Extra Services/Overtime: Instruction/Research weekly paid Unionized staff	FT			
5132	Salaried (weekly paid): Financial/General Administrative	PT	5134	Hourly Pay: Temporary/Part-time	PT
5133	Salaried (weekly paid): Instruction/Research	PT			

Obsolete Expense Object Codes

The following object codes related to removing Extra Services Separation for weekly and monthly staff employees will no longer be used:

Obsolete Object Code	Obsolete Object Description	EB	Object Code to be Used	Draft Description	EB Rate
5122	Extra Services/Overtime: Financial/General Hourly Support Staff (Unionized staff)	FT	5120	Hourly Pay: Unionized Staff	FT
5123	Extra Services/Overtime Instruction/Research Hourly Support Staff (Unionized staff)	FT			
5116	Extra Services: Financial/General Part Time hourly paid Support Staff (FT EBs)	FT	5114	Hourly Pay: FT Support Staff	FT
5117	Extra Services: Instruction/Research Part Time hourly paid Support Staff (FT EBs)	FT	5134	Hourly Pay: Temporary/Part-time	PT
5103	Extra Services: Instruction/Research Professional Staff (FT EBs)	FT	5100	Salaries: Professional Staff FT EB	FT

The following object codes will no longer be used:

Obsolete Object Code	Object Code Description
5050	Intra-University Honoraria (subject to full-time EBs)
5051	Intra-University Consulting (subject to full-time EBs)

**Note: Honoraria should not normally be paid.*