What are Worktags?

In short - Worktags are a code comprised of letters and numbers that are assigned to every funding source within Workday. Every grant, gift, and pay source has Worktags. Whenever you wish to make a purchase, be reimbursed, or travel, you will use Worktags to specify what area of OSU is paying for it.

You may have old codes that were used in PeopleSoft. The university has provided a Tag Translator website where you can input your old PeopleSoft numbers to see what their Worktags are in Workday.

Here is a breakdown of these codes:

Term	Code	Use
Cost Center	CC#####	This tag specifies the unit or department. For example, CC12304 is for Arts & Sciences – Music. This is the initial tag you will enter to begin to narrow down your funding source.
Balancing Unit	BL####	This code automatically fills based on the Cost Center and allows us to capture information for a full area balance sheet. BL1462 is linked with the Cost Center above and it stands for Arts & Sciences – Arts & Humanities.
Fund	FD###	This automatically fills based on if you are using general funds held by the university, grant funds, or gifted funds (such as a scholarship). It specifies if funds are unrestricted, temporarily restricted, permanently restricted or board designated. Example: FD100 – General Fund, or FD121 Earnings Conferences Fund
Gift	GF######	This is used if you are paying via a Gift. Scholarships/endowments are considered Gift funds. You can see a more details on GF#s on the next page.
Grant	GR######	A sum of money utilized by the university for a specific purpose, usually research. Grants are not commonly (if at all) used in the School of Music.
Program	PG######	This denotes funds for an area that are not gifted. This is for specific activities and, unlike Projects below, does not have a set end date. Ex: PG103350 is for Music Rentals, which are ongoing
Project	PJ######	Projects are specific work activities that have set end dates. Most tags in SoM are for Programs rather than Projects
Additional Tags	FN###	Function. This autofills based on other tags, and represents classifications made by the National Association of College and University Business Officers. FN100 Instruction and Departmental Research is the most common FN#
	AE######	Activities and Events. Tracks expenses for localized activities that are short-lived or annually reoccurring.
	AS######	Assignee. This tracks if purchases are made on an individual level. If purchases are made from a specific faculty's funds, such as start up/release time/discretionary funds, an AS# would be needed.

Additional Worktags could be required on different funding sources, but the above covers the majority of Worktags you will see.

Will you always use every single Worktag mentioned above?

No. The only required Worktags for a transaction are the Cost Center, Balancing Unit, Fund, and Function (under Additional Worktags). Any additional Worktags are optional based on what funding source you are using (ex: you have to enter a Grant tag if you wish to pay via a Grant).

How should I enter them?

To utilize the most of the autofill feature in Workday, you can enter Worktags in the below recommended method, as many will populate based on others you enter or potentially override them:
1. Cost Center
    a. This will cause the Balancing Unit to fill in for you
2. Gift, Grant, Program, or Project
    a. This will cause the Fund and Function to fill in for you
3. Additional Tags

More on Gift Worktags

Gift numbers correspond with Fund numbers and together they indicate if a grant is current use, pending endowment, or authorized endowment.

Gift Type	Definition	Worktag ID format
Current Use	Donations that are immediately available for spending.	GF3XXXXX
Pending Endowment	Donations that cannot be spent and are held in perpetuity by the University. Each endowment generates distribution that can be spent, but only following authorization by the Board of Trustees.	GF4XXXXX
Authorized Endowment	Donations that cannot be spent and are held in perpetuity by the University. Each endowment generates distribution that can be spent as directed by the Board of Trustees.	GF6XXXXX values created prior to Workday GF4XXXXX created in Workday

Shown below are the valid worktag combinations and the purpose for each fund.

Gift Type	Fund Value	Fund purpose
Current Use	FD500	Used to record restricted current use gifts
Current Use	FD112	Used to record unrestricted current use gifts
Pending Endowment	FD660	Used to record the principal of pending gifts
Pending Endowment	FD511	Used to record the distribution of pending gifts
Authorized Endowment	FD610	Used to record the principal of authorized gifts
Authorized Endowment	FD510	Used to record the restricted distribution of authorized gifts
Authorized Endowment	FD113	Used to record the unrestricted distribution of authorized gifts