How to: Conversion From PTAOs to Workday Worktags

On July 1, 2022, the academic division of UVA converted from Oracle to Workday Financials. This conversion eliminated the use of the PTAOs you may be accustomed to providing to UVA departments such as when requesting services from printing and copying or the mailroom, paying parking fees, or making purchases from the UVA Bookstore. In their place, Workday Worktags are now in use. You may be asked by a UVA department for Worktags.

If Worktags are requested of you, please provide the following:

To use **operational** dollars:

Company: MC_209
Cost Center: MC-XXXX000 (replace the XXXX with your PeopleSoft department number e.g. MC-2216000)
Designated: DN000138
Function: FN062
Fund: FD002

To use **local** funds (if you are not familiar with local funds this does not pertain to you):

Company: MC_209
Cost Center: MC-XXXXFFF (replace the XXXX with the local fund department number: 2960, 2966 or 2940 and replace the FFF with your three digit fund number e.g. MC-2966431)
Designated: DN000138
Function: FN062
Fund: FD002

Please be reminded that when using local funds to make a purchase in Workday you are responsible for ensuring all local fund approvals are in place per the local fund policy.

Note in the examples above that unlike with PTAOs where the Project and Award varied based on the funding source, the only difference between operating and local fund Worktags is in the cost center. The Company, Designated, Function, and Fund are the same.

Please share this information with the team members in your area who interact with UVA academic departments to help transition to Workday Financials.

If you have questions, please contact either Lisa Koch (lmk7u) at 434.924.2880 or Melody Norback (mn8t) at 434.924.9826.