The university is committed to maintaining the integrity of data in Workday. Accurate and meaningful financial data is paramount to reporting that informs effective institutional planning and decision making, fulfills state and federal mandates, and provides the foundation for effective financial stewardship. Establishment and maintenance of processes developing, maintaining, closing, and governing the **financial foundation data model (FFDM)** is the responsibility of the Office of Business and Finance. Only the Controller’s Office or its designees have the authority to grant requests for new FFDM worktags or to close worktags.

### Purpose of the Policy

To promote the integrity of the data associated with Workday to accurately account for, monitor, and plan future financial activity.

### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial foundation data model (FFDM)</td>
<td>Multidimensional structure comprised of worktags used to record transactions (assets, expenses, fund balances, liabilities, or revenues) for proper transaction recording and reporting.</td>
</tr>
<tr>
<td>Exception</td>
<td>Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).</td>
</tr>
<tr>
<td>Senior fiscal officer</td>
<td>Individual who is responsible and accountable for all fiscal operations of a unit.</td>
</tr>
<tr>
<td>Unit</td>
<td>College or administrative unit.</td>
</tr>
<tr>
<td>Waiver</td>
<td>Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.</td>
</tr>
<tr>
<td>Worktag</td>
<td>Objects/segments within a transaction that provide information needed for proper reporting and analysis (e.g., cost center, fund, program, etc.).</td>
</tr>
</tbody>
</table>

### Policy Details

I. The Controller’s Office is responsible for the FFDM and worktag governance.

II. Worktags are established to maintain a complete, accurate, and up-to-date record of university financial activity. These records support meeting internal, local, state, and federal compliance and reporting requirements.

III. Units are required to use worktags based upon the definitional structure embedded in Workday. Worktags and other relevant terms are identified and defined in **FFDM Definitions**.

### PROCEDURE

Issued: 07/01/2020 – Not in effect until July 1, 2020, when Workday will be implemented at Ohio State. For information only.

I. The Controller’s Office and designees are responsible for:
   A. Promoting the importance of controlling and protecting data.
   B. Determining when new worktags will be issued or existing worktags will be closed.
Financial Foundation Data Model Management

University Policy

Applies to: Units, faculty, staff, student employees, and graduate associates

C. Documenting and disseminating decisions and other relevant information regarding the FFDM to appropriate parties.
D. Managing financial data management conflicts regarding university rules, policies, standards, and unit operating procedures.
E. Responding to requests and questions regarding the FFDM.

II. Worktag Issuance
A. Worktags are issued by the Controller’s Office or designees.
B. Worktags will be established only for those areas that require unique identification of assets, expenses, fund balances, liabilities, or revenues.
C. Designated individuals within a unit can request a new worktag through Workday and must include all required information. These requests must be approved by the cost center director or senior fiscal officer.
D. New worktags will be approved by the Controller’s Office or designees.

III. Worktag Review and Closing
A. Each senior fiscal officer must ensure that their unit worktags are reviewed on an annual basis and worktags that are no longer needed are closed.
B. Requests to close a worktag must be approved by the cost center director or senior fiscal officer and submitted to the Controller’s Office or designees through Workday.
C. By fiscal year end, each unit must review worktags with no activity for two fiscal years to determine if closure is appropriate.

IV. The Office of Sponsored Programs is responsible for establishing and closing grant worktags.

V. Waivers to this policy must be approved in advance and documented by the Office of Business and Finance, using the Business and Finance University Policy Waiver Request.

VI. Policy Violations
A. All policy violations must be tracked as an exception in accordance with the Fiscal Stewardship policy.
B. The university may require successful completion of training.
C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.
D. The university may seek restitution, as appropriate.
E. Criminal charges may be filed, as appropriate.

Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller’s Office</td>
<td>Be responsible for the FFDM and worktag governance.</td>
</tr>
</tbody>
</table>
| Controller’s Office or designees | 1. Promote the importance of controlling and protecting data.  
2. Determine when new worktags will be issued or existing worktags will be closed.  
3. Document and disseminate decisions and other relevant information regarding the FFDM.  
4. Manage financial data management conflicts regarding university rules, policies, standards, and unit operating procedures.  
5. Respond to requests and questions regarding the FFDM.  
7. Approve new worktags. |
| Cost center director | 1. Approve new worktag requests.  
2. Approve requests to close worktags and submit to the Controller’s Office or designee through Workday. |
| Designated individual in unit | Request new worktags through Workday and provide all required information. |
| Office of Sponsored Programs | Establish and close grant worktags. |
Position or Office | Responsibilities
--- | ---
Senior fiscal officer | 1. Approve new worktag requests.  
2. Ensure unit worktags are reviewed on an annual basis and worktags that are no longer needed are closed.  
3. Approve requests to close worktags and submit to the Controller’s Office or designee through Workday.

Unit | 1. Use worktags based upon the definitional structure embedded in Workday.  
2. Review worktags with no activity for two fiscal years by fiscal year end.

Resources

Business and Finance Policies and Forms Website, busfin.osu.edu/policies-forms
Business and Finance University Policy Waiver Request, docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fd68959a-4af8-b4bb-a0ae-67521b9ad821&env=na1&acct=387d1013-fb1e-4705-9bd9-7cf575f48b4c&v=2
Financial Foundation Data Model Definitions, busfin.osu.edu/sites/default/files/financial-fdm-definitions.pdf
Fiscal Stewardship policy, busfin.osu.edu/sites/default/files/111_internalcontrols.pdf

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy questions</td>
<td>Office of the University Controller, Office of Business and Finance</td>
<td>614-292-6220</td>
<td>busfin.osu.edu/controller</td>
</tr>
</tbody>
</table>

History

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