All salaries charged to the VA must have the Federal fringe benefit rate applied. This is accomplished in one of two ways:

1. Enter the costing allocation via YBT/MIS (preferred method): Enter the payroll allocation in YBT using the normal salary ledger accounts for the individual and YD000377. When this is pushed to Workday through Make It So, the VAContract worktag will be added.

2. Schedule payroll costing directly into Workday: You do not choose a ledger account but the COA must include YD000377 and the VAContract worktag must be added.

Reminders:
- You must use YD000377 as the funding source for VA activity.
- A separate project is required for each contract. The project name should start with “VA”. YD000377 is excluded from the YSM.
- Supplemental Assessments for Fringe and Sabbatical (the Federal benefit rate already has a sabbatical component included).