



Period Activity Pay Review, Approval, and Payment



The Period Activity Pay Review, Approval, and Payment tip sheet is for Faculty.

This tip sheet is a resource to pay employees for fixed-term activities and payment arrangements via Period Activity Pay (PAP) in Workday.

Full-time faculty qualify for period activity if they are teaching a course in addition to their full-time responsibility. For full-time faculty, overload PAP can be added to their full-time faculty academic position. Adjunct and part-time faculty are paid through PAP contracts.

Period Activity Pay (PAP) Review and Approval

1. In Workday, select the **Inbox**.
2. Select the **Period Activity Pay item(s)** in the Inbox to review the overall information about the course(s).
3. Select the PDF contract at the top of the message box to review the contract prior to approving. The PDF may have more than one page. Scroll between the pages via the < and > arrows at the top of the PDF.
4. Check the box next to **I Agree** to acknowledge and confirm your contract. This is your e-signature of approval.
5. Select **Submit**.

NOTE: Once the Period Activity Pay has been submitted, the item will move to the Inbox Archive. The details and progress can be viewed by selecting **View Details** in the Archive.

PAP Contract Review After Approval

Period Activity Pay contracts can be reviewed through the employee's Profile.

1. In Workday, select the **Profile icon** > **View Profile**.
2. Select **Personal**.
3. Select **Documents**.
4. Select the PDF link to the Period Activity Pay Contract. There will be one PDF per PAP contract. Each contract can contain multiple assignments (classes).

PAP Review Pay Schedule

Period Activity Pay contract pay information can be reviewed through the employee's Profile.

1. In Workday, select the **Profile icon** > **View Profile**.

2. Select **Compensation**.
3. Select **Current Activity Pay**.
4. Select **View with Payment Details** to display a report containing the pay schedule information for the contract. You may need to scroll to the right to view all columns of information.

Note: If more than one position is held, the correct adjunct or part-time position will need to be selected to view the pay schedule. After selecting the **Profile Icon > View Profile**, select the toggle arrows next to the position title to select the appropriate adjunct or part-time position.