



# Period Activity Pay Assignments and Management



*The Period Activity Pay Assignments and Management tip sheet is for Compensation Partners, Compensation Administrators, HR Partners, and HR Administrators.*

## Period Activity Pay Assignment

This tip sheet is a resource to pay employees for fixed-term activities and payment arrangements via Period Activity Pay (PAP) in Workday. You can associate activities with Period Activity Pay, and assign an employee with activities, date ranges, and pay amounts. Period Activity Pay may be used when adding a new job/position with PAP or if PAP needs to be added for an already existing job/position. PT Faculty only need one job/position under a specific Dean or Program Manager for PAP to be added. That job/position can have multiple contracts or courses entered.

Full Time Faculty will not get period activity pay. They are salaried via a salary plan. The only time they would qualify for period activity is if they are teaching a course in addition to their full-time responsibility. For FT Faculty, overload PAP can be added to their FT Faculty Academic position.

1. In the Workday Search bar, type “**Manage Period Activity Pay Assignments**” and select the task.
2. For the Employee Selection section, complete the following:
  - Select the **Effective Date**.
  - Select the **Name of Employee**.
  - Enter the **Position**.

**NOTE:** Since faculty may teach at multiple schools or have multiple positions at the same school, it is very important to put the period activity on the correct position. Otherwise, the business process will send it to the wrong person for processing.

- Positions with a (+) sign is an additional position.
- The Position without a (+) sign indicates their primary job.
- Select the appropriate position.
- You should only select one position per Dean and/or Program Manager.
- Exempt employees can have more than one position.
- Be sure to validate the correct job or position before entering the PAP.
- Once you are in PAP, you cannot see the Job Management Organization they are in.

3. In the Assignment Details section, select the **Academic Period** field and select **Academic Year** or **All Academic Periods** and select the applicable School/Semester/Session from the list.

**NOTE:** The **Activity Rate Matrix** auto-populates with the PAP Rate Matrix. Verify that the correct school's Pap Matrix was populated.

4. For the Quick Entry Choices section, select **All Activities** field and choose **By Category** or **All Activities (By school)**.
5. In the **Task** field, type the appropriate course number and select from the list to assign PAP to a course.
6. Enter the appropriate **Start Date** and **End Date**. For Part-Time Faculty, use the start and end dates of the actual class/assignment. This way the same dates will be used across all date fields.
7. Select **OK**.

## Manage Period Activity Pay Screen

You add, edit, or remove Period Activity Pay using the "Manage Period Activity Pay" business process. Please be sure to complete each column from left to right. As you fill in fields the subsequent fields auto-populate. For example, once you select an Activity then the Units column auto-populates. Towards the top left of the screen, use the plus icon (+) to add rows as needed. Once Period Activity Pay is added, you also have the option to click a minus icon (-) to delete a row.

1. In the header of the screen, locate and select the **Reason** field. Select **Period Activity > Activity Pay**.
2. Select the appropriate item:
  - Period Activity >Activity Pay>Costing
  - Period Activity >Activity Pay>Corrective Adjustment
  - Period Activity >Activity Pay>Finish Payment
  - Period Activity >Activity Pay>New Assignment
  - Period Activity >Activity Pay>New Hire
3. Locate the **Activity** field, and if not populated, select either
  - By Category
  - All Activities (*School code/Name/Category/Unit*)
4. In the Activity Date section, make selections based on the following.
  - For PTF, use the **Start** and **End** dates of the actual class/assignment. This way the same dates will be used across all date fields.
5. Locate the **Activity Date** field, and if not populated, enter the **Start** and **End Date**.

6. Select the **Use as Payment Date Range** checkbox. The weeks in Activity Period auto-populate.
7. Locate the **Reportable Hours** section and complete the following:
  - Enter **Work Hours Per Week**, or
  - Enter **Work Hours Per Activity Period**, or
  - Select **None of the Above** (Only select this option for Full-Time Faculty Overload/Full-Time Faculty Summer.)

**NOTE:** This is an optional category. If you fill in either the Weekly Service Hours or Suggested Weekly Service Hours, the Total Service Hours for Activity Period will automatically calculate.

8. Locate the Units section and update as needed.
  - Enter **Quantity of Units**.
  - Enter **Assigned Unit Rate**.
  - **Unit Type** and **Compensation Total Amount** auto-populate.
9. Enter any comments that correspond to the Pay Assignment.
10. Upload an attachment by clicking **Select Files** and selecting files from your computer according to the following:
  - If changing or ending Period Activity Pay for PTF or FTF, attach a copy of the Faculty Change ESH Form and use the **Category Faculty Change ESH Form**.
  - If changing or ending Period Activity Pay, attach a copy of the Contract Change Form and use the **Category Contract Change Form**.
11. Select **Submit**.