

View activity pay schedule



Notes:

Alternatives:

There is always more than one way to find information about yourself in Workday. Remember to click around to become familiar with Workday and all it has to offer.

University Payment Schedule

For your reference there is a payment schedule on the HR website in the Payroll and Benefits area.

<http://www.montclair.edu/human-resources/about-us/benefits-and-payroll-services/payroll-services/>

1. From your "Home Page," **click** the  "Pay" worklet.

2. **Click** "Historical Pay Activity" 

3. **Click** on the box that says "View with Payment Details" of the semester you wish to view.

Position	Period Activity Assignments					
	Academic Period	Organization	Total Scheduled Amount	Currency		
P1001583 Adjunct Faculty -	Spring 2017 (01/17/2017-05/10/2017)	Earth and Environmental Studies (Temporary)	7,579.00	USD	View Assignment Details	View with Payment Details

4. To figure out payment dates, look at the column "Scheduled Date," this date is the same as time entry due date for campus. Payment date will be the Friday after scheduled date.

For example, if scheduled date is 5/26/17, the payment date will be 6/2/17.

Note: You may have to use the bottom scroll to see all information.

Scheduled Amount	Scheduled Date	Paid Amount	Paid Date
\$292.50	02/17/2017	\$292.50	02/24/2017
\$292.50	03/03/2017	\$292.50	03/10/2017
\$292.50	03/17/2017	\$292.50	03/24/2017
\$292.50	03/31/2017	\$292.50	04/07/2017
\$292.50	04/14/2017	\$292.50	04/21/2017
\$292.50	04/28/2017	\$292.50	05/05/2017
\$292.50	05/12/2017	\$292.50	05/19/2017
\$292.50	05/26/2017	\$292.50	06/02/2017
\$465.40	01/20/2017	\$465.40	01/27/2017

ALTERNATIVE

Beside clicking the "Pay" worklet, you can access this same information from your profile page.

1. From the home page, **click** the cloud  icon in the upper right hand corner next to your name.

2. **Click** "View Profile" at the top of the drop down menu. 

3. **Click** "Compensation" tab. 

4. **Click** "Current Activity Pay" tab. 

5. **Follow** Steps 3 & 4 above.