



## Manage Period Activity Pay for a Worker

The following describes the process of entering period activity pay (PAP) assignments in Workday.

### WHO CAN INITIATE this process?

- Administrative Assistant
- Manager
- Division Administrative Assistant

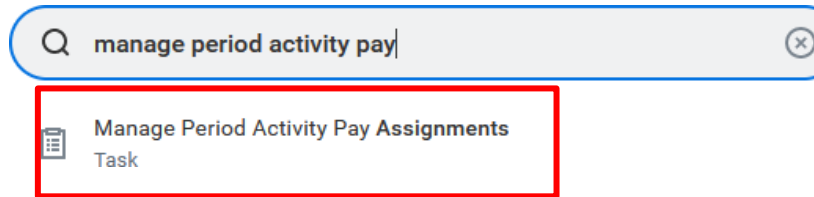
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

- [View Montclair Campus Instructions](#)
- [View Bloomfield Campus Instructions](#)

# Montclair Campus Instructions

1) There are two ways to initiate the period activity pay process:

- **Option 1:** In the workday search bar type **Manage Period Activity Pay Assignments** and select the Manager Period Activity Pay Assignments Task.



- **Option 2:** Go to the employee's worker profile by searching for the employee in the Workday search bar. Click on the related actions icon → Compensation → Manager Period Activity Pay Assignments.

**IMPORTANT NOTE: THE PERIOD ACTIVITY PAY TASK AUTOPOPULATES INTO THE INITIATORS TASK INBOX FOR NEWLY HIRED ADJUNCT EMPLOYEES. PLEASE DO NOT PROCESS PERIOD ACTIVITY PAY OUTSIDE OF THIS TASK FOR NEW EMPLOYEES.**


2) Fill in the prompts:

- **Effective Date:** Defaults to today. If you wish to change this date, it can only be a date in the future.
- **Employee:** If it is not already populated, search for and select the worker/employee.

- **Academic Period:** Select the appropriate academic year and period you wish to update.
- Select **OK** at the bottom of the page.


**NOTE:** Period Activity Rate Matrix will default automatically upon selection of Academic Period.

### Employee Selection

Effective Date \* 03/06/2023 

Employee \*  

### Assignment Details

Academic Period \*  

Period Activity Rate Matrix \* 

- By Academic Year >
- All Academic Periods >


← By Academic Year ▶


- 2023 >
- 2022 >
- 2021 >

← 2023


- 2022-2023 Academic Year
- Fall 2022 (09/01/2022-12/21/2022)
- Winter 2023 (12/22/2022-01/13/2023)
- Spring 2023 (01/16/2023-05/11/2023)
- Summer 2023 (05/22/2023-08/31/2023)


## Employee Selection

Effective Date \* 03/06/2023 

Employee \*  

## Assignment Details

Academic Period \*  

Period Activity Rate Matrix \*  

## Quick Entry Choices

All Activities  

Start Date  

End Date  

OK

Cancel

**\*Before period activity pay can be entered in Workday, the department must add and assign the class to the appropriate employee in Banner (if applicable).**

3) Enter the period activity pay assignment(s):

- **Select** the Reason:
  - “New” or “Edit” Assignment
  - “New Assignment > Instructional” or “New Assignment > Non-Instructional”

**NOTE: Use the “New Assignment > Additional Assignment” option when adding an additional course that was assigned after the initial PAP was approved; use the “Edit Existing Assignment” option when editing an existing entry.**

- **Select** the course (if applicable) from the “Eligible Activities” drop down list (pulls from Banner). If the course is available in the “eligible activities” list, the “Activity” and “Task” will auto-populate.

- If the teaching assignment is not listed under eligible activities, please hold off until the data from banner integrates into Workday. Otherwise, select “ADJ – Adjunct” from the “Activity” drop down list and the corresponding course from the “Task” drop down list. If the entry is for a **non-teaching assignment**, please select from the other options and provide details of the assignment within the comment box of the PAP.

**Please Note:** Each class must end in a number that corresponds to the current academic period. All fall classes end in 4, winter classes end in 1, spring classes end in 2, and summer classes end in 3. Example for spring 2023: BIOL202-02-20223.

A separate line must be entered if there is more than one course being taught. **Do not** combine classes unless it is a lecture + lab.

The image shows a multi-step process in a software interface. At the top, the 'Reason' field is set to 'Period Activity > New Assignment > Instructional'. Below this, a search dropdown menu is open, showing 'By Category' and 'ADJ - Adjuncts' (highlighted with a red box). To the right, a separate window titled 'ADJ - Adjuncts' shows three radio button options: 'ACCOMPANIST - Accompanist (Adjunct Only)', 'ADJ/TASK - Adjuncts with additional tasks', and 'ADJ - Adjunct' (selected with a red arrow). Below this, the main form shows the 'Activity' field set to 'ADJ - Adjunct'. Under 'Instructional Activity', the 'Task' field is set to 'MATH106-01-20232 - Creative Thinking through Math' (highlighted with a red box). A 'Comment' field is visible at the bottom.

- **Enter** the Activity start and end dates (typically aligns with the start and end dates of the current semester).

\*Activity Dates

Start Date \*

MM/DD/YYYY

End Date \*

MM/DD/YYYY

Use as Payment Date Range

- All period activity pay must include reportable hours. Refer to the [reportable hours](#) guidelines for additional information on how to complete this section of the PAP.

Reportable Hours

Work Hours Per Week

0

Work Hours Per Activity Period

0

None of the above

Weekly Service Hours

0

Suggested Weekly Service Hours

**NOTE: Please do not enter or adjust the Weekly Service Hours. These hours are automatically calculated by Workday.**

- **Enter** the “Quantity” and “Assigned Unit Rate”. The total compensation will automatically calculate based on the “Quantity” and “Assigned Unit Rate”.
  - Adjuncts must receive a minimum rate based on the semesters they taught. This rate will be entered in the “Assigned Unit Rate” section. *These rates are subject to change per the Adjunct Union contract.*

*Units	*Compensation
Unit Type	Total Amount *
Credit Hours (ADJ)	0.00
Quantity *	Currency
1	USD
Default Quantity	USD
0	Costing Overrides
Assigned Unit Rate *	0
0.00	
Default Unit Rate	
0.00	

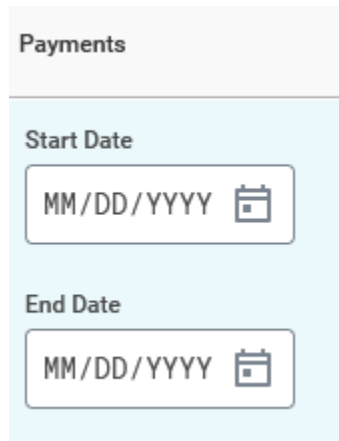
- **Select** the “0” under “Costing Overrides” if the PAP will be charged to a grant, project, or split funded between departments.
  - We suggest entering the grant or gift worktags first under “Additional Worktags” because it will automatically pull in the related worktags.
  - If you are allocating the expense to another cost center, enter the cost center number under the “Cost Center” field and the rest of the worktags will auto-populate (you may need to enter the division number first under the “Division” column).
  - If you are splitting the allocation across two different grants, projects, or cost centers, use the plus sign to add a new line.
  - Fill in the “Percent” column and select done.

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center	*Division	*Additional Worktags	Percent	Amount
+			CC10125 Dean's Office - College of Science and Mathematics (CSAM)	D23 College of Science and Mathematics	Fund: F20 Sponsored Awards Fund Grant: GR00999 Test Grant Program: N13 Academic Support	100	5,265

5,265.00 USD Total Amount      0.00 USD Amount Remaining

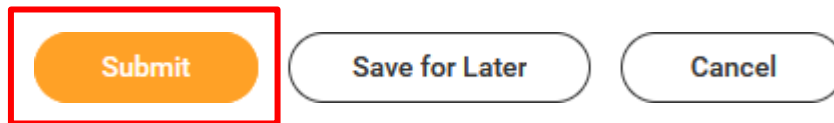
Done      Cancel

- **Enter** the Payment start and end dates (typically aligns with the activity start and end dates). Please make sure that the payment end date matches the closest pay period's end date. Review the [payroll calendar](#) to ensure you select the correct end date.



The image shows a form titled "Payments" with a light blue background. It contains two date input fields. The first field is labeled "Start Date" and the second is labeled "End Date". Both fields have a placeholder text "MM/DD/YYYY" and a calendar icon to the right of the text.

- **Select** "Submit" when you have entered all appropriate assignments.



#### HELPFUL LINKS:

[How to Configure the Adjunct Worklet](#)

[How to Configure the My Staffing Actions Worklet](#)

[How to Cancel a Business Process](#)

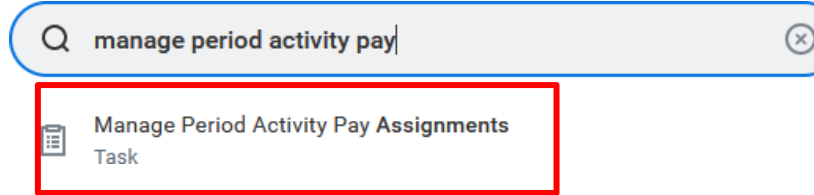
[How to View Status of a Business Process](#)



## Bloomfield Campus Instructions

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2) Fill in the prompts:

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- **Employee:** If it is not already populated, search for and select the worker/employee.
- **Academic Period:** Select the appropriate academic year and period you wish to update.
- Select **OK** at the bottom of the page.

**NOTE:** Period Activity Rate Matrix will default automatically upon selection of Academic Period.

## Employee Selection

Effective Date \* 01/16/2024 


Employee \*  

## Assignment Details


Academic Period \*  

**By Academic Year** >

Period Activity Rate Matrix \*  >

 By Academic Year


- 2024** >
- 2023 >
- 2022 >

 2024


- 2023-2024 Academic Year**
- Fall 2023 (08/28/2023-12/15/2023)
- Winter 2024 (12/18/2023-01/12/2024)
- Spring 2024 (01/16/2024-05/07/2024)
- Summer 2024 (05/06/2024-09/01/2024)

## Employee Selection

Effective Date \* 01/16/2024 

Employee \*  

## Assignment Details

Academic Period \*  

Period Activity Rate Matrix \*  

## Quick Entry Choices

All Activities  

Start Date  

End Date  

OK

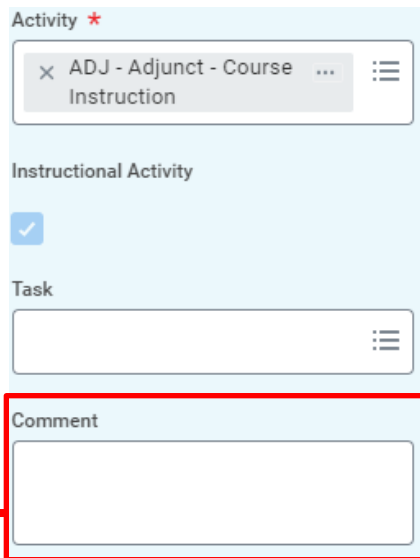
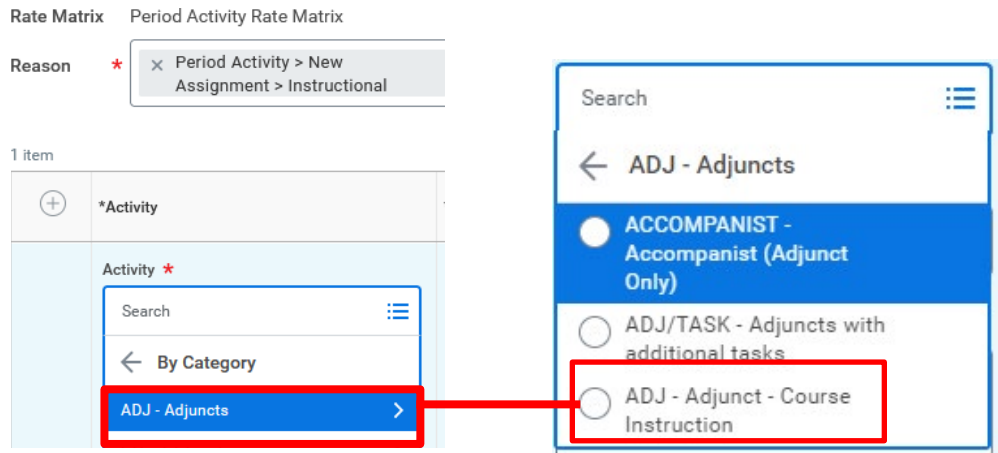
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- If the entry is for a **non-teaching assignment**, please select from the other options and provide details of the assignment within the comment box of the PAP.
- A separate line must be entered if there is more than one course being taught. **Do not combine** classes unless it is a lecture + lab.




Provide Course/Section information in the comment box


- **Enter** the Activity start and end dates (typically aligns with the start and end dates of the current semester).

\*Activity Dates

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MM/DD/YYYY 

End Date \*

MM/DD/YYYY 

Use as Payment Date Range

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Work Hours Per Week

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Work Hours Per Activity Period

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0	Costing Overrides
Assigned Unit Rate *	0
0.00	
Default Unit Rate	
0.00	

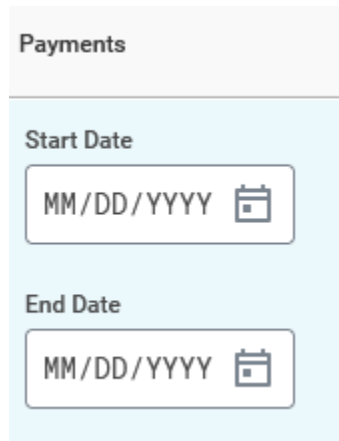
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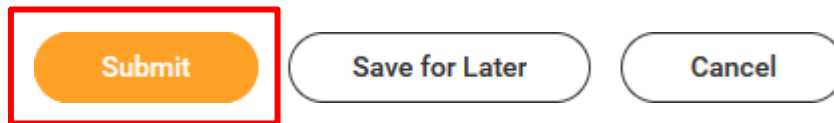
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