

Manage Period Activity Pay for a Worker: Non - Instructional

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

WHO CAN INITIATE this process?

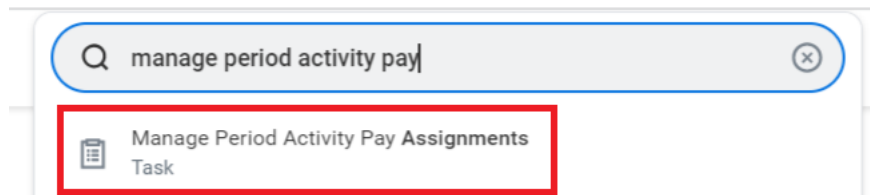
- Department Assistant
- Manager
- Division Administrative Assistant

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).

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 profile by searching for the employee in the Workday search bar. Click on the related actions icon → Compensation → Manage Period Activity Pay Assignments.


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 * 03/06/2024 


Employee * × Bill Sullivan ... 


Assignment Details


By Academic Year 


All Academic Periods 


Academic Period * Search 


Period Activity Rate Matrix * 


 By Academic Year


2024 

2023 

2022 

Search 



 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 * 03/06/2024 

Employee * 

Assignment Details

Academic Period * 

Period Activity Rate Matrix * 

Quick Entry Choices

Eligible Activities 

All Activities 

Start Date 

End Date 

OK

Cancel

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 “Edit Existing Assignment” option when editing an existing entry.

- **Select** “OTH/NON-INSTR – Other Non-Instructional” from the “Activity” drop down list
- **Select** appropriate “Task” and provide a description of the assignment in the comment section. **Make sure to include any additional details and attach any supporting documentation pertaining to the supplemental payment request.**

Example:

Task = OCCD – Online Course Content Developer

Payment for developing online courses as specified in AFT agreement

Rate Matrix Period Activity Rate Matrix

Reason * x Period Activity > New Assignment > Non-Instructional

1 item

+	*Activity
	<p>Activity *</p> <div style="border: 2px solid red; padding: 2px;"> x OTH/NON-INSTR - Other Non-Instructional ... </div> <p>Task</p> <div style="border: 2px solid blue; padding: 2px;"> x OCCD - Online Course Content Developer ... </div> <p>Comment</p> <div style="border: 1px solid gray; padding: 5px;"> Development or Co-development of REAL 572 </div>

REQUIRED SUPPORTING DOCUMENTATION for Non-Instructional Assignments

Please upload as attachments

Justification stating:

- Duties and responsibilities performed
- Start and end dates of assignment
- Amount to be paid for duties and responsibilities

Samples of required documentation may include:

- Copy of agreement/contract
- Confirmation email
- Approval forms related to assignment

- **Enter** the Activity start and end dates (the date the assignment begins/began and ended).

***Activity Dates**

Start Date *

03/23/2024

End Date *

04/12/2024

Use as Payment Date Range

- **Enter** the total amount in the “Total Amount” box and the “Assigned Unit Rate” will automatically populate.

*Units	*Compensation
<p>Unit Type</p> <p>Units</p> <p>Quantity *</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1</div> <p>Default Quantity</p> <p>1</p> <p>Assigned Unit Rate *</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">5,000.00</div> <p>Default Unit Rate</p> <p>0.00</p>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Total Amount *</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">5,000.00</div> </div> <p>Currency</p> <p>USD</p> <p>USD</p> <p>Costing Overrides</p> <div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>

- **Select** the “0” under “Costing Overrides”
 - 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 projects, or cost centers, use the plus sign to add a new line.

- Fill in the “Percent” column assigned to each cost center/grant and select done.

***Compensation**

Total Amount *

5,000.00

Currency

USD

USD

Costing Overrides

0

*Cost Center	*Division	*Additional Worktags	Percent	Amount
× CC10025 Assistant Provost for Finance & Admin	× D20 Provost and Vice President of Academic Affairs	× Fund: F10 Unrestricted Operating Fund × Program: N13 Academic Support	100	5,000.00

- **Enter** the Payment start and end dates. While the payment dates typically align 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.

Payments

Start Date

03/23/2024
📅

End Date

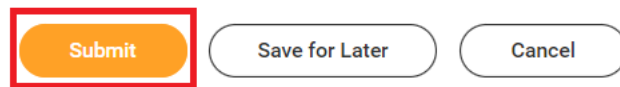
04/19/2024
📅

Do Not Pay

Example: If an activity ends on 4/12/2024, you would use the pay period end date of 4/19/24.

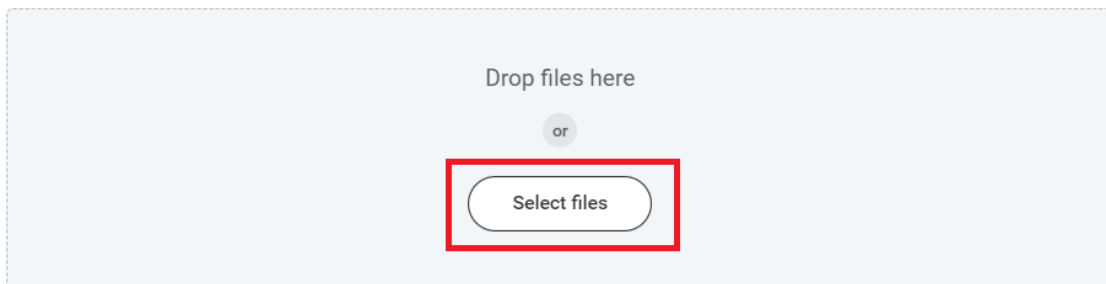
FY Payroll #	Pay Period Date Range	Pay Day
PP20	03-23-2024 – 04-05-2024	4/12/2024
PP21	04-06-2024 – 04-19-2024	4/26/2024
PP22	04-20-2024 – 05-03-2024	5/10/2024
PP23	05-04-2024 – 05-17-2024	5/24/2024
PP24	05-18-2024 – 05-31-2024	6/7/2024
PP25	06-01-2024 – 06-14-2024	6/21/2024

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

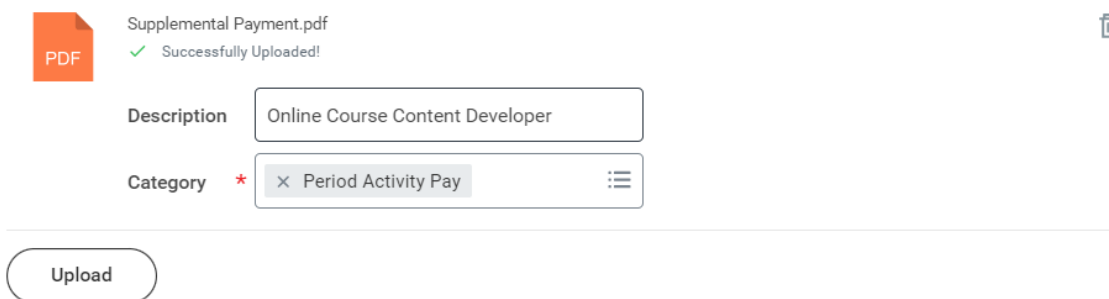



- **Scroll** to the bottom of the Manage Period Activity Pay page and click on the “Select files” button (or drag and drop the file) to upload supporting documentation.
 - Give the attachment a title/description and select “Period Activity Pay” as the category.
 - Only click Upload if there are more than one document to attach.
 - Click the trash can icon on the right to delete a document.

Attachments



Attachments



- You can enter another MPAP assignment by clicking the  on the left or you can click Submit.

