

Manage Period Activity Pay for a Worker: Summer Salary (Grants)

The following describes the process of entering period activity pay (PAP) for summer salary assignments supported by a grant in Workday.

WHO CAN INITIATE this process?

- Department Assistant
- Manager
- Division Administrative Assistant

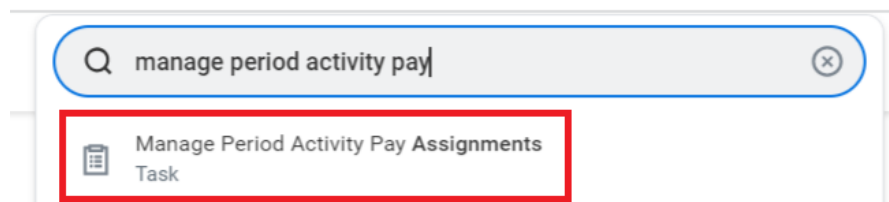
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

View payment [scenario](#) at the end of this job aid.

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 * 07/01/2024  


Employee * 


Assignment Details


Academic Period *  


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 * 07/01/2024 


Employee * 


Assignment Details


Academic Period * 


Period Activity Rate Matrix * 

Quick Entry Choices

Eligible Activities 

All Activities 

Start Date 

End Date 

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** “SUM/SUP – Summer/Supplemental payments (Grants)” from the “Activity” drop down list
- **Select** appropriate “Task” and provide 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 = SS – Summer Salary

Summer Salary for 10 Month employees

Rate Matrix Period Activity Rate Matrix

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

1 item

+	*Activity
Eligible Activities	
<input type="text"/>	
Activity *	
× SUM/SUP - Summer/Supplemental payments (Grants)	

- **Select “SS” from the “Task” drop down list**

*Activity
Eligible Activities
<input type="text"/>
Activity *
× SUM/SUP - Summer/Supplemental payments (Grants)
Task
× SS - Summer Salary
Comment
Faculty receives a total pay of \$15,000 which represents 15% of current salary

REQUIRED SUPPORTING DOCUMENTATION for Summer Salary Assignments

Please upload documentation 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:

- Job Description
- Salary Calculator
- Budget Justification/Narrative
- Grant Proposal
- Award Letter

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

*Activity Dates

Start Date *
07/01/2024

End Date *
08/16/2024

Use as Payment Date Range

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

*Units	*Compensation
Unit Type	Total Amount * 15,000.00
Units	
Quantity * 1	Currency USD USD
Default Quantity 1	Costing Overrides 0
Assigned Unit Rate * 15,000.00	
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.
 - It is recommended that the grant worktags are entered first under “Additional Worktags” because it will automatically pull in the related worktags.
 - If the expense is being allocated to another cost center, enter the cost center number under the “Cost Center” field and the rest of the worktags will auto-populate (the division number may need to be entered first under the “Division” column).
 - If the allocation is being split across two different grants, projects, or cost centers, please 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 *

15,000.00

Currency

USD

USD

Costing Overrides

0

*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: GR00119 PRISM FMS 633811 × Program: N10 Instruction	100	15,000.00

- **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. View [scenario](#) at the end of this job aid.

Payments

Start Date

07/01/2024
📅

End Date

08/23/2024
📅

Do Not Pay

Example: If an activity ends on 8/16/2024, you would use the pay period end date of 8/23/24.

FY Payroll #	Pay Period Date Range	Pay Day
PP26	06-15-2024 – 06-28-2024	7/5/2024
PP1	06-29-2024 – 07-12-2024	7/19/2024
PP2	07-13-2024 – 07-26-2024	8/2/2024
PP3	07-27-2024 – 08-09-2024	8/16/2024
PP4	08-10-2024 – 08-23-2024	8/30/2024
PP5	08-24-2024 – 09-06-2024	9/13/2024
PP6	09-07-2024 – 09-20-2024	9/27/2024

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

Submit

Save for Later

Cancel

Scenario: Professor Turner is receiving supplemental payment for an assignment that begins on 7/1/24 and will end on 8/31/24.

For Summer Salary, the Activity/Payment Start and End Dates will be 6/15/24 and 8/9/24.

- **Step 1: Enter PAP no later than end of PP25 (6/14/24) with the activity and payment start date of 6/15/24**

FY Payroll #	Pay Period Date Range	Pay Day
PP25	06-01-2024 – <u>06-14-2024</u>	6/21/2024
PP26	<u>06-15-2024</u> – 06-28-2024	7/5/2024
PP1	06-29-2024 – 07-12-2024	7/19/2024

- **Step 2: Enter the activity and payment end date as 8/9/24**

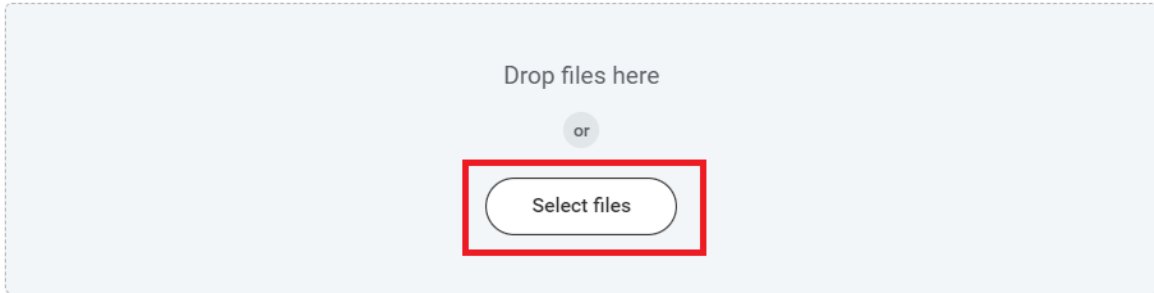
PP2	07-13-2024 – 07-26-2024	8/2/2024
PP3	07-27-2024 – <u>08-09-2024</u>	8/16/2024
PP4	08-10-2024 – 08-23-2024	8/30/2024

Note: Since there are four pay periods between the payment dates, the total amount will be split evenly and paid over the course of four paychecks.


FY Payroll #	Pay Period Date Range	Pay Day
PP25	06-01-2024 – 06-14-2024	6/21/2024
PP26	06-15-2024 – 06-28-2024	7/5/2024
PP1	06-29-2024 – 07-12-2024	7/19/2024
PP2	07-13-2024 – 07-26-2024	8/2/2024
PP3	07-27-2024 – 08-09-2024	8/16/2024
PP4	08-10-2024 – 08-23-2024	8/30/2024

- **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

 Supplemental Payment.pdf 🗑️
 ✓ Successfully Uploaded!

Description

Category * ⋮

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