

Manage Period Activity Pay – Grant Funded

Enter Period Activity Pay Process

1. In the Workday search bar, type **Manage Period Activity Pay Assignments** and select the **Manage Period Activity Pay Assignment Task**, or search and select the **Employee**.
2. From the employee profile, click **Actions**, hover on **Compensation**, and click **Manage Period Activity Pay Assignments**.
3. On the next screen, select and fill out the following:
 - **Effective Date:** Defaults to today. Leave as is.
 - **Employee:** Defaults in. Leave as is.
 - **Academic Period:** Select the applicable **Semester** (i.e., Fall, Winter, Spring) from the list.
 - **Period Activity Pay Matrix:** Defaults automatically upon selection of Academic Period.
4. Click **OK**.
5. In the **Reason** field, select **Period Activity > New Assignment > Non-Instructional**.

Activity Column

6. Select the appropriate **Activity: SUM/SUP – Summer/Supplemental payments (Grants)**.
7. In the **Task** field, type in the appropriate task
 - i. **PI – Principal/Co-Principal Investigator**
 - ii. **SP – Startup Payment**
 - iii. **AWARD – Award**
 - iv. **PROPOSAL DEV – Grant Proposal Development**
 - A Task is required for all Period Activity Pay Assignments.
8. Please enter a **Comment** explaining the nature of the assignment.

Activity Dates Column

9. In the **Activity Dates** section, select the **Start** and **End** dates of the actual assignment.
10. If the assignment was performed in a pay period that has passed, unselect the **Use as Payment Date Range** checkbox.

Reportable Hours Column

11. The field is not applicable to Faculty/Professional Staff (full time employees)

Units Column

12. The **Quantity** defaults to 1. Leave as is.
13. The **Assigned Unit Rate** automatically calculates based on the **Total Amount**. Leave as is.

Compensation Column

14. Under the **Compensation** section, enter the Total Amount
15. Click the **0** button to add **Costing Overrides**.
 - You may need to add the applicable Costing Company, Cost Center, Grant.
 - It is recommended that the grant worktags are entered first under **Additional Worktags** because it will automatically pull in the related worktags.
 - If the allocation is being split across different grants, projects, or cost centers, please use the plus sign to add a new line.
 - The total percent in the **Percent** field must add up to **100**.

Manage Period Activity Pay – Grant Funded

Payments Column

16. It is critical that the **Start** and **End** dates are aligned with the [Payroll Calendar](#).
 - If the dates you entered in the Activity Dates column are in a pay period that is retro-active (already paid out) you must enter a current or future Start and End Date.
 - Please make sure that the payment **End Date matches the closest pay period's end date**.

Attachments Section

17. Upload supporting documentation by clicking **Select Files** and use the **Document Category** Period Activity Pay. Only click **Upload** if there are more than one document to attach.
18. Samples of required documentation may include: job description, budget justification, award letter, confirmation email, proposal writing, salary calculator.
19. Click the trash icon on the right to delete a document.
20. Review all information and ensure supporting documents are attached. Click **Submit** to transmit the request.

Manage Period Activity Screen

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity * SUM/SUP - × Summer/Supplemental payments (Grants)	Start Date * 04/01/2025 End Date * 06/12/2025 Use as Payment Date Range <input type="checkbox"/> Weeks in Activity Period 10.43	Work Hours Per Week 0 Work Hours Per Activity Period 0 Weekly Service Hours 0 Suggested Weekly Service Hours 0.00 Total Service Hours for Activity Period 0.00	Unit Type Units Quantity * 1 Default Quantity 1 Assigned Unit Rate * 5,000.00 Default Unit Rate 0.00	Total Amount * 5,000.00 Currency USD USD Costing Overrides 1	Start Date 05/03/2025 End Date 06/13/2025 Do Not Pay <input type="checkbox"/> Customize 3 Payments Customized <input type="checkbox"/> Remaining Balance 5,000.00 Paid to Date 0.00 USD

Costing Overrides Screen

(+)	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	*Cost Center	*Division	*Additional Worktags	Percent	Amount
(+) (-)	▼ ▼	Location: Montclair Campus		× Montclair State University	× CC10144 Health Careers	D20 Provost and Vice × President of Academic Affairs	× Fund: F20 Sponsored Awards Fund × Grant: GR00211 Upward Bound Project × Program: N13 Academic Support	100	5,000.00