# Manage Period Activity Pay – Grant Funded

### **Enter Period Activity Pay Process**

- 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.
- 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.
- In the Reason field, select Period Activity > New Assignment > Non-Instructional.

### **Activity Column**

- 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.

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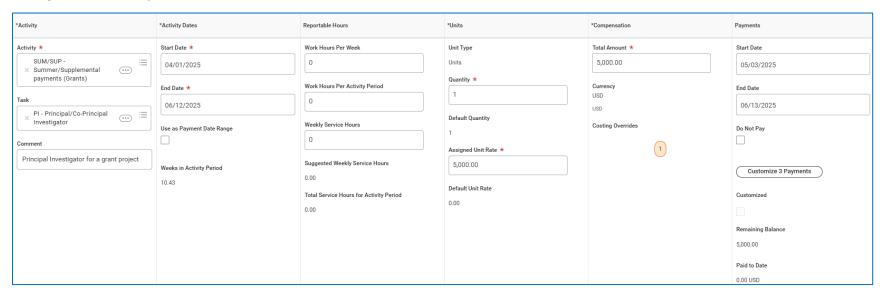
### **Payments Column**

- 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**



#### **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 :=	× CC10144 Health	D20 Provost and Vice  × President of Academic	× Fund: F20 Sponsored Awards Fund  Grant: GR00211 Upward Bound Project  Program: N13 Academic Support	100	5,000.00