

## Manage Period Activity Pay – Non-Instructional

### *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., Spring, Summer, Fall) 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: OTH/NON-INSTR – Other Non-Instructional**.
7. In the **Task** field, type in the appropriate task
  - i. **OCCD – Online Course Content Developer**
  - ii. **GPC/DPD – Graduate/Doctoral Program Coordinator/Director**
  - iii. **DPC – Doctoral Program Coordinator**
  - iv. **IRB – Institutional Review Board**
  - v. **AWARD – Award**
  - vi. **NFP – New Faculty Mentor Program**
  - vii. **PROCTOR – Exam Proctor**
  - viii. **INSTRUCTOR – Instructor**

- If a Task cannot be found, please use **PAAF – PAAF (Paper Process) (HR ONLY)**.
- If a Task is supported by a grant, please use **SUM/SUP – Summer/Supplemental Payments (Grants)**.

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.

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- 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**.

### 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, course design review form.
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

<b>Eligible Activities</b> <div></div>	<b>Start Date *</b> 03/01/2025	<b>Work Hours Per Week</b> 0	<b>Unit Type</b> Units	<b>Total Amount *</b> 5,000.00	<b>Start Date</b> 05/03/2025
<b>Activity *</b> × OTH/NON-INSTR - Other Non-Instructional ...	<b>End Date *</b> 05/01/2025	<b>Work Hours Per Activity Period</b> 0	<b>Quantity *</b> 1	<b>Currency</b> USD USD	<b>End Date</b> 05/16/2025
<b>Task</b> × OCCD - Online Course Content Developer ...	<b>Use as Payment Date Range</b> <input type="checkbox"/>	<b>Weekly Service Hours</b> 0	<b>Default Quantity</b> 1	<b>Costing Overrides</b> 1	<b>Do Not Pay</b> <input type="checkbox"/>
<b>Comment</b> Developed online course during Spring	<b>Weeks in Activity Period</b> 8.86	<b>Suggested Weekly Service Hours</b> 0.00	<b>Assigned Unit Rate *</b> 5,000.00		<b>Customize 1 Payment</b>
		<b>Total Service Hours for Activity Period</b> 0.00	<b>Default Unit Rate</b> 0.00		<b>Customized</b> <input type="checkbox"/>
					<b>Remaining Balance</b> 5,000.00
					<b>Paid to Date</b> 0.00 USD

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Costing Overrides Screen

<div><div>+</div></div>	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	*Cost Center	*Division	*Additional Worktags	Percent	Amount
<div><div>+</div><div>-</div></div>	<div><div>▼</div><div>▼</div></div>	Location: Montclair Campus		<div><div>×</div>Montclair State University<div><div>...</div><div>:</div><div>≡</div></div></div>	<div><div>×</div>CC10190 Theatre and Dance<div><div>...</div><div>:</div><div>≡</div></div></div>	<div><div>×</div>D24 College of the Arts<div><div>...</div><div>:</div><div>≡</div></div></div>	<div><div>×</div>Fund: F10 Unrestricted Operating Fund<div><div>×</div>Program: N10 Instruction</div></div>	100	5,000.00