Manage Period Activity Pay – Non-Instructional

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., Spring, Summer, Fall) 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

- 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.

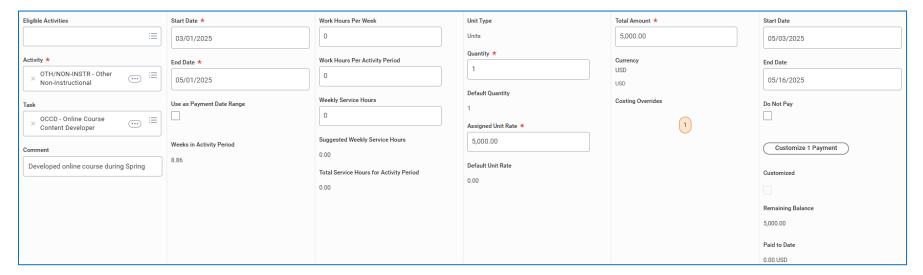
Payments Column

- 16. It is critical that the **Start** and **End** dates are aligned with the <u>Payroll Calendar</u>.
 - 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



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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 :::	× CC10190 Theatre and will simple with the control of the control	× D24 College of the	× Fund: F10 Unrestricted Operating Fund Program: N10 Instruction	100	5,000.00