

Manage Period Activity Pay – Summer Salary

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 **Summer 2025 (05/12/2025-08/20/2025)**.
 - **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 **SS – Summer Salary**.
 - A Task is required for all Period Activity Pay Assignments.
 - **SS – Summer Salary** – Payment to 10-month instructional who conduct research during the summer.
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 Summer Payroll Schedule as indicated below.
17. For 2025 Summer Salary, the payment **Start** and **End** dates will be **6/14/25** and **8/8/25**.
 - Please enter Period Activity Pay no later than end of PP25 (6/13/25).
 - **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.**

Attachments Section

18. 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.
19. Samples of required documentation may include: job description, budget justification, grant proposal, award letter, salary calculator.
20. Click the trash icon on the right to delete a document.
21. Review all information and ensure supporting documents are attached. Click **Submit** to transmit the request.

| FY Payroll # | Pay Period Date Range | Pay Day |
|--------------|-------------------------|-----------|
| PP26 | 06-14-2025 – 06-27-2025 | 7/3/2025 |
| PP1 | 06-28-2025 – 07-11-2025 | 7/18/2025 |
| PP2 | 07-12-2025 – 07-25-2025 | 8/1/2025 |
| PP3 | 07-26-2025 – 08-08-2025 | 8/15/2025 |
| PP4 | 08-09-2025 – 08-22-2025 | 8/29/2025 |
| PP5 | 08-23-2025 – 09-05-2025 | 9/12/2025 |
| PP6 | 09-06-2025 – 09-19-2025 | 9/26/2025 |

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Manage Period Activity Screen

| *Activity | *Activity Dates | Reportable Hours | *Units | *Compensation | Payments |
|---|--|--|---|---|---|
| <div>Eligible Activities</div> <div><div></div></div> | <div>Start Date *</div> <div>06/01/2025</div> | <div>Work Hours Per Week</div> <div>0</div> | <div>Unit Type</div> <div>Units</div> | <div>Total Amount *</div> <div>5,000.00</div> | <div>Start Date</div> <div>06/14/2025</div> |
| <div>Activity *</div> <div><div>SUM/SUP - Summer/Supplemental payments (Grants)</div></div> | <div>End Date *</div> <div>08/01/2025</div> | <div>Work Hours Per Activity Period</div> <div>0</div> | <div>Quantity *</div> <div>1</div> | <div>Currency</div> <div>USD</div> | <div>End Date</div> <div>08/08/2025</div> |
| <div>Task</div> <div><div>SS - Summer Salary</div></div> | <div>Use as Payment Date Range</div> <div><input type="checkbox"/></div> | <div>Weekly Service Hours</div> <div>0</div> | <div>Default Quantity</div> <div>1</div> | <div>Costing Overrides</div> <div>1</div> | <div>Do Not Pay</div> <div><input type="checkbox"/></div> |
| <div>Comment</div> <div>Summer Salary</div> | <div>Weeks in Activity Period</div> <div>8.86</div> | <div>Suggested Weekly Service Hours</div> <div>0.00</div> | <div>Assigned Unit Rate *</div> <div>5,000.00</div> | | <div>Customize 4 Payments</div> |
| | | <div>Total Service Hours for Activity Period</div> <div>0.00</div> | <div>Default Unit Rate</div> <div>0.00</div> | | <div>Customized</div> <div><input type="checkbox"/></div> |
| | | | | | <div>Remaining Balance</div> <div>5,000.00</div> |
| | | | | | <div>Paid to Date</div> <div>0.00 USD</div> |

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 |
|-----------------------------------|-------------|----------------------------|---|--|--|--|--|----------------|---------------------|
| <div><div></div><div></div></div> | <div></div> | Location: Montclair Campus | | <div><div>Montclair State University</div></div> | <div><div>CC10136 Chemistry and Biochemistry</div></div> | <div><div>D23 College of Science and Mathematics</div></div> | <div><div>Fund: F20 Sponsored Awards Fund</div><div>Grant: GR00534 Increasing Access to Graduate Degrees, Professional Development, and Research Experiences: Pathways to Achievement in Chemical Industries</div><div>Program: N11 Research</div></div> | <div>100</div> | <div>5,000.00</div> |