Manage Period Activity Pay – Summer Salary

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 Summer 2025 (05/12/2025-08/20/2025).
 - 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 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.

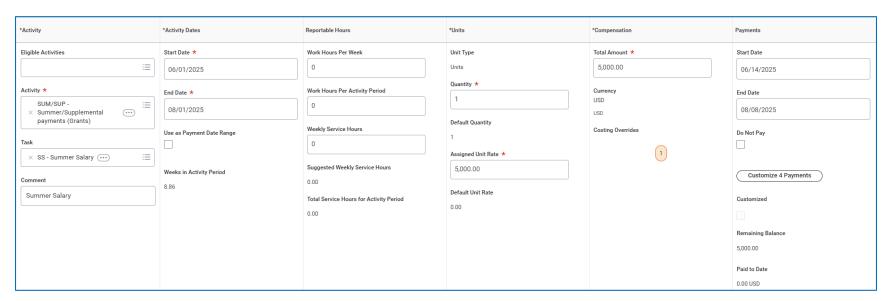


Attachments Section

- 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.

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Manage Period Activity Screen



Costing Overrides Screen

