Manage Period Activity Pay (MPAP):
for Managers and Department Administrative Assistants

- **Definition**
  - Entering information for payment to employees for work completed over a specific period of time, for which a time sheet is not required to be completed.
    - *(Previously called stipend)* This includes employees who only need one payment.
  - Examples of the following types of employees:
    - Adjuncts
    - Graduate Assistants
    - Americorp
    - Resident Assistants
    - Ambassadors
    - Overload
    - Gifted and Talented
  - All vendors and contractors, who invoice, will continue to be paid through Accounts Payable.
  - Review the “Manage Period Activity Pay” how to guide.

- **Hiring for Fall 2016**
  - Please continue to use paper forms found on the HR website.
  - New forms have been uploaded to include:
    - Supervisory Organization (Workday)
    - PS account (Finance/Budget)

- **Hiring from another department**
  - MPAP cannot be done on someone not in your supervisory organization. Please submit appropriate form to Mary Colon.
  - For managerial and professional staff: Approval/Payment Form for Teaching Assignment(s) for Managerial, Professional and Administrative Staff located on the HR website in Frequently Used HR Forms.
  - For those who are already adjuncts on campus: Adjunct Faculty Appointment Recommendation located on the HR website in Forms> Adjunct Professors, Visiting Specialists, Summer Session/Non-Regular Faculty.

- **Activity Dates vs. Payment dates**
  - Activity Dates
    - Adjuncts use semester start and end dates
    - Others use actual start and end date of work
  - Payments Dates
    - Adjuncts – use semester start date and month after semester end date to ensure 10 payments. For example: Fall 2016 – Start date: 9/7/2016 and End date: 1/20/2016
    - Others use your discretion for multiple payments or one payment at the end of the activity (see “multiple pay vs. lump sum”)

- **Cost Center** – as a best practice, double check the cost center as the last step, to ensure pay is coming from the correct budget area.
**Multiple Pay Checks vs. Lump Sum Payment** – if you choose the same payment start and end dates as the activity start and end dates, the total pay will be divided into the number of pay periods that fall in between those dates. The employee will then receive bi-weekly payments until amount is covered by end of activity. (Review the “How to” guide for further information.)

For lump sum payment after the activity, please remember to change the start date to match the end date. The worker will then get one pay check the next pay cycle after the end date.

**Definitions for all Eligible Activities and Activities:**

<table>
<thead>
<tr>
<th>Menu</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct – Adj</td>
<td>Fall Spring</td>
</tr>
<tr>
<td>Adjunct / Additional tasks</td>
<td>Cost is imbedded in adjunct pay; will generate a no-pay slip (needed for ACA hours record)</td>
</tr>
<tr>
<td>Chair</td>
<td>Summer Chair pay</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Assistanthip</td>
</tr>
<tr>
<td>Non-Instructor (Project)</td>
<td>Do not use, yet. Might be eliminated</td>
</tr>
<tr>
<td>Other / Instructional</td>
<td>FT staff who teach, pay at end of semester; <strong>Important:</strong> Utilize comments area</td>
</tr>
<tr>
<td>Other / Non-instructional</td>
<td>Americorp</td>
</tr>
<tr>
<td>Overload</td>
<td>FT Faculty teach over usual amount of classes; payments at the end of semester</td>
</tr>
<tr>
<td>Students Pay</td>
<td>Ambassador, tutors, RAs, Communications</td>
</tr>
<tr>
<td>Summer/Winter</td>
<td>FT Faculty</td>
</tr>
<tr>
<td>Thesis/Mentorship</td>
<td><strong>Important:</strong> Utilize comments area</td>
</tr>
<tr>
<td>Conv, Co-Op Ed, Ind study, Lab, Lecture, Seminar, Studio</td>
<td>Do not use at this time. Use either in tasks or comments area</td>
</tr>
</tbody>
</table>