Manage Period Activity Pay for a worker

**STEP 1**
- After signing on to Workday, Search for Employee Name in the Search Bar

**STEP 2**
- When employee’s name appears, click the Related Action icon and select Compensation > Manage Period Activity Pay Assignment
STEP 3

When the Manage Period Activity Pay Assignments screen appears:

- Enter the Effective Date (defaults to today)
- Click on the prompt for Academic Period and select the academic year & period you wish to update. You can start with year or click directly on periods.

STEP 4

- Select the Academic Period you wish to update
STEP 5

- Period Activity Rate Matrix will default automatically upon selection of Academic Period
- If employee has teaching assignment, “Eligible Activities” will display.
- You may enter a quick entry choice or click ‘OK’ to move to the next window with full entry.

STEP 6

- Select the Reason:
  - “New or “Edit” assignment
  - “Instructional” or “Non-instructional”
- If they have a teaching assignment, it will be listed in “Eligible Activities,” *(pulls from Banner)*
- Select course, “Activity” and “Task” will auto-populate
- If no teaching assignment, click on “Activity” prompt to select non-teaching activity

Note:
There is no requirement to select a task, however, more information is advisable. In addition, utilize the comments for further explanations.
STEP 7

You will have to scroll to the right to view the next set of activity options requiring update:

- Under “Units,” enter the “Quantity” and “Assigned Unit Rate”
- Under “Compensation,” the “Total Amount” will be automatically calculated based on “Quantity” and “Assigned Unit Rate”

STEP 8

Continue to scroll right to view other activity options:

- Review the “Payments” dates. It will default to the “Activity Dates.” Here, you can change when people receive payments.
- FOR EXAMPLE: if you only want someone to be paid at the end of the activity you would change the start date to be the same as the end date. They will then only receive one (1) payment instead of (8) as displayed.

Note:

Number of payments is determined in the next category of “Payments. Even if you have only one quantity, the employee’s payment could potentially be spread out over the dates of the activity. Refer to Step 8 to determine multiple payments or one single payment.

Note:

The number of payments is dependent upon the number of pay periods covering the start and end date.
**STEP 9**

Continue to scroll right to view other activity options:

- **Click** the “0” in the “Costing Overrides” section to change the budget area or assign a portion of pay to other accounts.

**STEP 10**

- The default cost center will display.
- **Click** the “prompt” in the “Costing Override” column.
- **Select** correct:
  - Cost Center
  - Fund
  - PS account
- **Enter** percentage of pay or amount
- **Click** the “plus,” too add additional cost centers

*See Step 11 for note about allocations.*
STEP 11

If only a portion of pay is going to another cost center, remaining amount will HAVE to be allocated to the default or another cost center. "Amount remaining " must be zero.

- Click, “Done” when you are finished with changing costing allocations.

STEP 12

- To add another pay to another assignment, click the “plus” sign.
- Repeat starting with Step 3
- When you have added all assignments, click “Submit”

Note:

If only a portion of pay is going to another cost center, remaining amount will HAVE to be allocated to the default or another cost center. “Amount remaining “ must be zero.