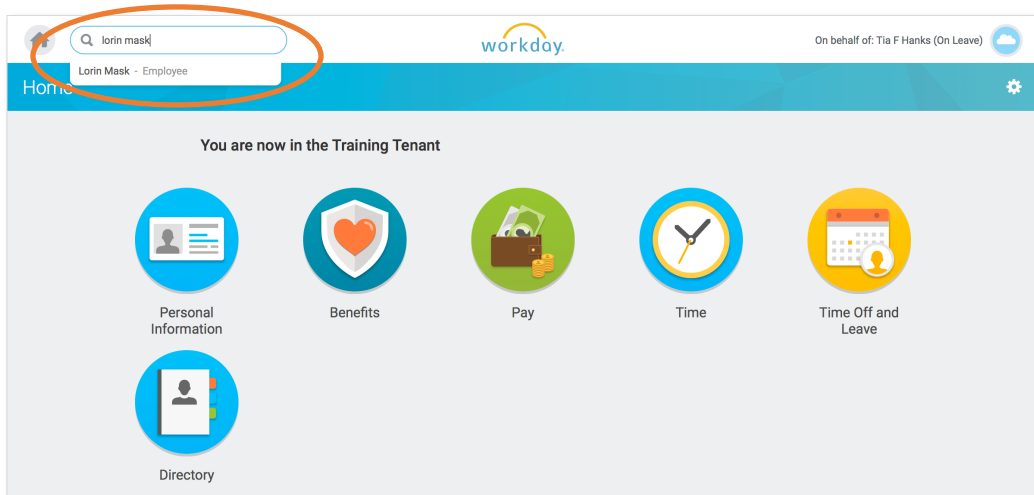


## Manage Period Activity Pay for a worker



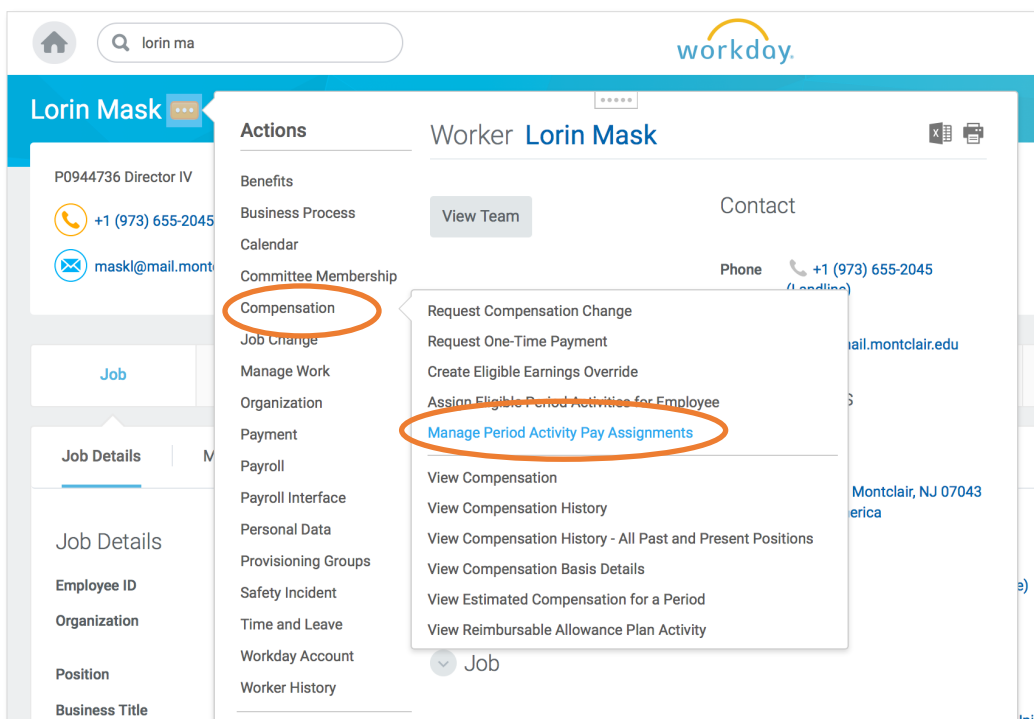
### STEP 1

- 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.

Manage Period Activity Pay Assignments

Employee Selection

Effective Date \* 12 / 07 / 2015

Employee \* X Lorin Mask

Assignment Details

Academic Period \* X Spring 2016 (01/19/2016-06/11/2016)

Period Activity Rate Matrix \* X Period Activity Rate Matrix

Quick Entry Choices

All Activities

Start Date MM / DD / YYYY

End Date MM / DD / YYYY

OK Cancel

Manage Period Activity Pay Assignments

Employee Selection

Effective Date \* 05 / 05 / 2016

Employee \* X Charles Matteis

Assignment Details

Academic Period \* X Fall 2016 (09/07/2016-12/22/2016)

Period Activity Rate Matrix \* X Period Activity Rate Matrix

Quick Entry Choices

Eligible Activities

All Activities

Start Date MM / DD / YYYY

End Date MM / DD / YYYY

OK Cancel



## 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

workday

On behalf of: Keesha Chavis

Manage Period Activity Pay Assignments: Charles Matteis

Position P0944223 Director II - Charles Matteis

Academic Period \* Fall 2016 (09/07/2016-12/22/2016)

Rate Matrix Period Activity Rate Matrix

Reason \*

1 items

*Activity	*Activity Dates	*Units	*Compensation
Eligible Activities	Start Date MM / DD / YYYY	Unit Type	Total Amount * 0.00
Activity *	End Date MM / DD / YYYY	Quantity * 0	Currency USD
Task	Use as Payment Dates	Default Quantity 0	Assigned Unit Rate * 0.00
Comment		Default Unit Rate 0.00	

Matrix Period Activity Rate Matrix

Reason \* X Period Activity > New Assignment > Instructional

\*Activity

Activity \*

Task

Comment

**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”

## 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.



## 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:

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.

Compensation	Payments	Costing Overrides
* 4,500.00	Start Date 09 / 07 / 2016	0
USD	End Date 12 / 14 / 2016	
USD	Do Not Pay <input type="checkbox"/>	
	Number of Payments 8	
	Remaining Balance 0.00	
	Paid to Date 0	
	Currency USD	



## 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,” to add additional cost centers

See Step 11 for note about allocations.

Position	Academic Period	Rate Matrix	Reason	Categories	Cost Center	Funds	Projects	Project Phase	Project Task	University Event	Activity Code	PS Account	Percent	Amount	Costing Overrides
P0944223 Director II - Charles Matteis	Fall 2016 (09/07/2016-12/22/2016)	Period Activity Rate Matrix	* V-Default Activities - None										0	0.00	0



## 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.

The screenshot shows the 'Costing Allocation' interface. At the top right, a summary box displays '1,500.00' for 'Total Amount' and '0.00 USD' for 'Amount Remaining'. Below this is a table with 2 items. The first item is selected and shows a default cost center of '6001115 ORGANIZATIONAL DEVELOPMENT AND' with a 50% allocation of 750.00. The second item shows a selected cost center of '6001101 VP HUMAN RESOURCES' with a 50% allocation of 750.00. At the bottom are 'Done' and 'Cancel' buttons.

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	Percent	Amount
1	Cost Center: 6001115 ORGANIZATIONAL DEVELOPMENT AND Fund: 10 Unrestricted PS Account: 53010 MANAGERS			50	750.00
2	Fund: 10 Unrestricted PS Account: 53010 MANAGERS		X Cost Center: 6001101 VP HUMAN RESOURCES	50	750.00

## 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.



## 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"

The screenshot shows the 'Period Activity Rate Matrix' screen. At the top right, it displays 'Total Amount 1,500.00 USD'. The main table has columns for Activity, Activity Dates, Units, and Compensation. A new row is being added, showing 'OTH - Other Activity' with a start date of 05/16/2016 and an end date of 08/25/2016. The 'Units' column shows 'Teaching Credit Hours' with a quantity of 1. The 'Compensation' column shows 'Total Amount' of 1,500.00. At the bottom, there is a 'Submit' button circled in red, along with 'Save for Later' and 'Cancel' buttons.

*Activity	*Activity Dates	*Units	*Compensation
OTH - Other Activity	Start Date: 05/16/2016 End Date: 08/25/2016	Unit Type: Teaching Credit Hours Quantity: 1 Assigned Unit Rate: 1,500.00	Total Amount: 1,500.00 Currency: USD