TO: Manager and Administrative Assistant Roles
FROM: Human Resources Workday Operations
RE: Period Activity Pay Assignments: Entering Reportable Hours

Workday now allows hours to be associated with Period Activity Pay (PAP) assignments. This new feature allows PAP hours to flow into payroll and benefits to be used in reporting and for eligibility purposes. MSU is required to track hours for Affordable Care Act eligibility and more recently, NJ Earned Sick Leave.

These instructions are a supplement to the existing PAP entry guide. **This new feature does not change which employees can be paid through PAP.**

1. The PAP entry screen now has an additional column that needs to be filled-in by the initiator. It is labelled **Reportable Hours.**

Please refer to the chart at the end of this guide for additional information on what to enter for different types of PAPs.

Selecting one of the three options below is required for the top half of the column.

1. **Work Hours Per Week** = the weekly or average weekly hours for the duration of the assignment.
2. **Work Hours Per Activity Period** = the total hours to be worked for the entire assignment.
3. **None of the above** = Only used if hours do not need to be entered, as instructed in the chart at the end of this guide.

**Note:** Please do not enter or adjust the **Weekly Service Hours. These hours are automatically calculated by Workday.**
1. Do the number of hours change the pay amount?
   A. No, the hours entered on PAP do not change the pay amount. For PAP activities such as 
      **Accompanist** or **Adjuncts with additional tasks**, you no longer have to enter the total 
      hours in the Quantity section. You can leave the Quantity as 1 and enter the hours in the new 
      PAP work hours fields.

2. Do I need to do anything for PAP I already entered?
   A. No action is required for PAP you have already submitted.

3. Why does the number of service hours not match the work hours I entered for an adjunct?
   A. In order to determine the true effort for an adjunct teaching a class we multiply the number of 
      hours spent in the classroom by 2.25. This accounts for time spent performing class related 
      tasks such as class preparation and grading. In other words, for every hour of classroom time 
      the adjunct is credited an additional 1.25 hours for class preparation and grading. Example: 
      an adjunct teaches 6 credits in a semester, or two 3-credit classes. Each class requires 2.5 
      hours of classroom time every week for a total of 5 hours of classroom time. Five hours are 
      multiplied by 2.25 to equal 11.25 service hours per week.

4. What if I am entering a PAP for an award, prize or scholarship for a student or temporary employee?
   A. Awards, prizes and scholarships are not processed in Workday. 
      • Please process the following through Financial Aid Office: Academic awards, scholarships, 
        prizes open to students only. 
      • Please process the following through Accounts Payable: Prizes open to students and non- 
        students, non-work related payments.

5. What if I need to change the number of hours for a PAP that has already been submitted and 
   approved?
   A. PAP work hours are edited through the Manage Period Activity Pay process. 
      • If an assignment is ending early and you originally used **Work Hours Per Week**, you do 
        not need to adjust these hours. You will adjust the rest of the PAP as you normally would. 
      • If an assignment is ending early and you originally used **Work Hours Per Activity 
        Period**, you are required to update these hours in addition to adjusting the rest of the 
        PAP. 
      • If the hours are increasing and you originally used **Work Hours Per Activity Period**, you 
        are required to change the number of hours in addition to adjusting the rest of the PAP. 
      • If the hours are increasing and you originally used **Work Hours Per Week**, you are 
        required to switch to **Work Hours Per Activity Period** or end the current PAP and add a 
        new one.

6. What do I enter for an adjunct getting paid partial credit for a cancelled class?
   A. You would not enter any hours. Select **None of the above**.
## What to Enter for PAP Work Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>PAP Activity</th>
<th>What to Enter</th>
<th>PAP Activity Specific Notes</th>
<th>Weekly Service Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct</td>
<td>Accompanist (Adjunct Only)</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Adjunct</td>
<td>Adjuncts with additional tasks</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Adjunct</td>
<td>Adjunct</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Work Hours = the number of hours spent in the classroom.</td>
<td>Service Hours = 2.25 * Work Hours</td>
</tr>
<tr>
<td>HR Only</td>
<td>Faculty Overload</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>HR Only</td>
<td>Staff/Manager Overload</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>HR Only</td>
<td>MBA Program - Instructional</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>HR Only</td>
<td>Acting/Interim</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>HR Only</td>
<td>Other Instructional</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>HR Only</td>
<td>Other Non-Instructional</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Graduate Assistantship</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Student Payments</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>Temporary Employee Payments</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>Thesis Supervision/Mentorship</td>
<td>Work Hours Per Activity Period</td>
<td>Work Hours = the number of hours spent meeting with students.</td>
<td>Service Hours = Work Hours</td>
</tr>
<tr>
<td>Summer/Winter Session Pay</td>
<td>Summer Session - Faculty/Staff/Manager</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Summer/Winter Session Pay</td>
<td>Winter Session - Faculty/Staff/Manager</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
<tr>
<td>Summer/Winter Session Pay</td>
<td>Summer/Winter Session (Adjunct)</td>
<td>Work Hours Per Week OR Work Hours Per Activity Period</td>
<td>Work Hours = the number of hours spent in the classroom.</td>
<td>Service Hours = 2.25 * Work Hours</td>
</tr>
<tr>
<td>Summer/Winter Session Pay</td>
<td>Summer Chair</td>
<td>None of the Above</td>
<td>Service Hours = Work Hours</td>
<td></td>
</tr>
</tbody>
</table>