

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.**

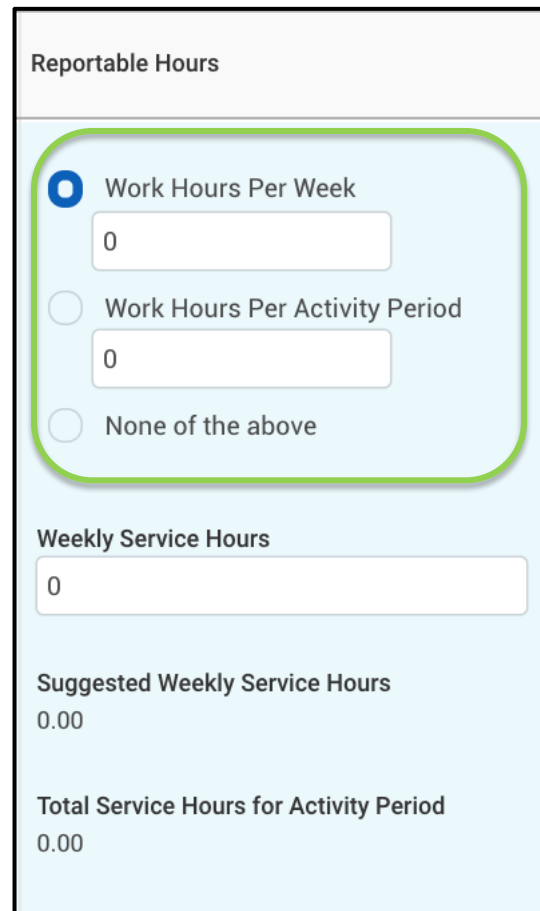
1. The PAP entry screen now has an additional column that needs to be filled-in by the initiator. It is labelled **Reportable Hours**.

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.



Reportable Hours

Work Hours Per Week
0

Work Hours Per Activity Period
0

None of the above

Weekly Service Hours
0

Suggested Weekly Service Hours
0.00

Total Service Hours for Activity Period
0.00

FAQ

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

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