Manage Period Activity Pay for a Worker

The following describes the process of entering period activity pay (PAP) assignments in Workday.

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager
- Division Administrative Assistant

If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

1) There are two ways to initiate the period activity pay process:
   - **Option 1:** In the workday search bar type Manage Period Activity Pay Assignments and select the Manager Period Activity Pay Assignments Task.

   ![Manage Period Activity Pay Assignments Task]

   - **Option 2:** Go to the employee’s worker profile by searching for the employee in the Workday search bar. Click on the related actions icon → Compensation → Manager Period Activity Pay Assignments.

2) Fill in the prompts:
   - **Effective Date:** Defaults to today. If you wish to change this date, it can only be a date in the future.
   - **Employee:** If it is not already populated, search for and select the worker/employee.
- **Academic Period**: Select the appropriate academic year and period you wish to update.
- Select **OK** at the bottom of the page.

**NOTE**: Period Activity Rate Matrix will default automatically upon selection of Academic Period.
Before period activity pay can be entered in Workday, the department must add and assign the class to the appropriate employee in Banner (if applicable).

3) Enter the period activity pay assignment(s):
   - Select the Reason:
     - “New” or “Edit” Assignment
     - “New Assignment > Instructional” or “New Assignment > Non-Instructional”
     - **NOTE:** Use the “New Assignment > Additional Assignment” option when adding an additional course that was assigned after the initial PAP was approved; use the “Edit Existing Assignment” option when editing an existing entry.
   - Select the course (if applicable) from the “Eligible Activities” drop down list (pulls from Banner). If the course is available in the “eligible activities” list, the “Activity” and “Task” will auto-populate.
• If the teaching assignment is not listed under eligible activities, please hold off until the data from banner integrates into Workday. Otherwise, select “ADJ – Adjunct” from the “Activity” drop down list and the corresponding course from the “Task” drop down list. If the entry is for a non-teaching assignment, please select from the other options and provide details of the assignment within the comment box of the PAP.

Please Note: Each class must end in a number that corresponds to the current academic period. All fall classes end in 4, winter classes end in 1, spring classes end in 2, and summer classes end in 3. Example for spring 2023: BIOL202-02-20223.

A separate line must be entered if there is more than one course being taught. Do not combine classes unless it is a lecture + lab.
• **Enter** the Activity start and end dates (typically aligns with the start and end dates of the current semester).

![Activity Dates](image)

• All period activity pay must include reportable hours. Refer to the [reportable hours](#) guidelines for additional information on how to complete this section of the PAP.

![Reportable Hours](image)

**NOTE:** Please do not enter or adjust the Weekly Service Hours. These hours are automatically calculated by Workday.
- **Enter** the “Quantity” and “Assigned Unit Rate”. The total compensation will automatically calculate based on the “Quantity” and “Assigned Unit Rate”.
  - Adjuncts must receive a minimum rate based on the semesters they taught. This rate will be entered in the “Assigned Unit Rate” section. *These rates are subject to change per the Adjunct Union contract.*

  ![Image of a form with fields for Units, Compensation, Total Amount, Currency, and Costing Overrides]

  - **Select** the "0" under “Costing Overrides” if the PAP will be charged to a grant, project, or split funded between departments.
    - We suggest entering the grant or gift worktags first under “Additional Worktags” because it will automatically pull in the related worktags.
    - If you are allocating the expense to another cost center, enter the cost center number under the “Cost Center” field and the rest of the worktags will auto-populate (you may need to enter the division number first under the “Division” column).
    - If you are splitting the allocation across two different grants, projects, or cost centers, use the plus sign to add a new line.
    - Fill in the “Percent” column and select done.

  ![Image of a form with columns for Cost Center, Division, Additional Worktags, Percent, and Amount]
• **Enter** the Payment start and end dates (typically aligns with the activity start and end dates). Please make sure that the payment end date matches the closest pay period's end date. Review the payroll calendar to ensure you select the correct end date.

![Payments start and end date fields]

• **Select** “Submit” when you have entered all appropriate assignments.

![Submit button]

**HELPFUL LINKS:**

- How to Configure the Adjunct Worklet
- How to Configure the My Staffing Actions Worklet
- How to Cancel a Business Process
- How to View Status of a Business Process