

# Manage Period Activity Pay for a Worker: Grant Funded

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The following describes the process of entering period activity pay (PAP) for supplemental assignments supported by a grant in Workday.

## WHO CAN INITIATE this process?

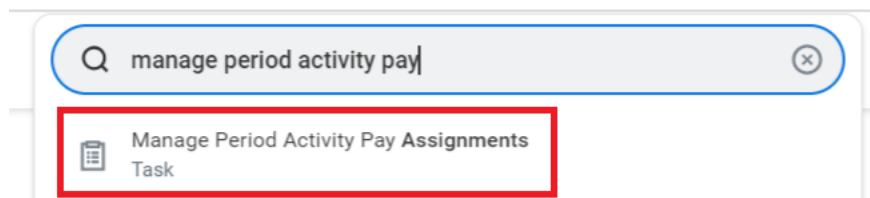
- Department Assistant
- Manager
- Division Administrative Assistant

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](mailto: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.





- **Option 2:** Go to the employee's profile by searching for the employee in the Workday search bar. Click on the related actions icon → Compensation → Manage 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.


**Employee Selection**



Effective Date \* 07/01/2024  


Employee \*   





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**Assignment Details**


Academic Period \*  

Period Activity Rate Matrix \*   


 By Academic Year

- 2024 
- 2023 
- 2022 
- 





 2024

- 2023-2024 Academic Year
- Fall 2023 (08/28/2023-12/15/2023)
- Winter 2024 (12/18/2023-01/12/2024)
- Spring 2024 (01/16/2024-05/07/2024)
- Summer 2024 (05/06/2024-09/01/2024)





**Employee Selection**

Effective Date \* 07/01/2024 


Employee \* x Bill Sullivan ... 


**Assignment Details**


Academic Period \* x Summer 2024 (05/06/2024- ...   
09/01/2024)


Period Activity Rate Matrix \* x Period Activity Rate Matrix ... 

**Quick Entry Choices**

Eligible Activities  

All Activities  

Start Date  

End Date  

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 “Edit Existing Assignment” option when editing an existing entry.**

- **Select** “SUM/SUP – Summer/Supplemental payments (Grants)” from the “Activity” drop down list
- **Select** appropriate “Task” and provide description of the assignment in the comment section. **Make sure to include any additional details and attach any supporting documentation pertaining to the supplemental payment request.**

*Example:*

**Task = PI – Principal/Co-Principal Investigator**

Principal Investigator for a grant project

Rate Matrix    Period Activity Rate Matrix

Reason    \*    × Period Activity > New Assignment > Non-Instructional

1 item

+	*Activity
Eligible Activities	
<input type="text"/>	
Activity *	
<div style="border: 2px solid red; padding: 5px;">           × SUM/SUP - Summer/Supplemental payments (Grants)         </div>	

- **Select** “PI – Principal/Co-Principal Investigator” from the “Task” drop down list

*Activity
Eligible Activities
<input type="text"/>
Activity *
× SUM/SUP - Summer/Supplemental payments (Grants)
Task
× PI - Principal/Co-Principal Investigator
Comment
Co-PI on grant-funded project

### REQUIRED SUPPORTING DOCUMENTATION for Grant-funded Assignments

Please upload documentation as attachments

Justification stating:

- Duties and responsibilities performed
- Start and end dates of assignment
- Amount to be paid for duties and responsibilities


Samples of required documentation may include:

- Job Description
- Budget Justification
- Grant Proposal
- Award Letter


- **Enter** the Activity start and end dates (the date the assignment begins/began and ended).

\*Activity Dates

Start Date \*

07/13/2024 

End Date \*

08/16/2024 

Use as Payment Date Range

- **Enter** the total amount in the “Total Amount” box and the “Assigned Unit Rate” will automatically populate.

*Units	*Compensation
Unit Type	Total Amount *
Units	15,000.00
Quantity *	Currency
1	USD
Default Quantity	USD
1	Costing Overrides
Assigned Unit Rate *	0
15,000.00	
Default Unit Rate	
0.00	

- **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 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 assigned to each cost center/grant and select done.

\*Compensation

Total Amount \*

15,000.00

Currency

USD

USD

Costing Overrides

0

*Cost Center	*Division	*Additional Worktags	Percent	Amount
x CC10125 Dean's Office - College of Science and Mathematics (CSAM)	x D23 College of Science and Mathematics	x Fund: F20 Sponsored Awards Fund x Grant: GR00119 PRISM FMS 633811 x Program: N10 Instruction	100	15,000.00

- **Enter** the Payment start and end dates. While the payment dates typically align 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

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Start Date

07/13/2024
📅

End Date

08/23/2024
📅

Do Not Pay

***Example: If an activity ends on 8/16/2024, you would use the pay period end date of 8/23/24.***

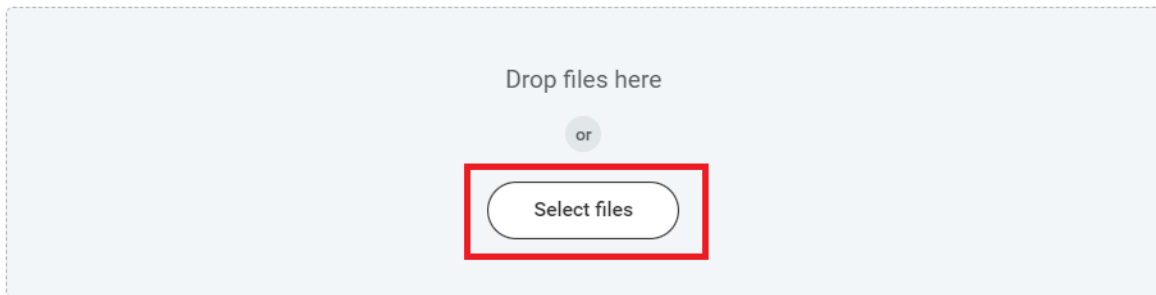
FY Payroll #	Pay Period Date Range	Pay Day
PP26	06-15-2024 – 06-28-2024	7/5/2024
PP1	06-29-2024 – 07-12-2024	7/19/2024
PP2	07-13-2024 – 07-26-2024	8/2/2024
PP3	07-27-2024 – 08-09-2024	8/16/2024
PP4	08-10-2024 – 08-23-2024	8/30/2024
PP5	08-24-2024 – 09-06-2024	9/13/2024
PP6	09-07-2024 – 09-20-2024	9/27/2024

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

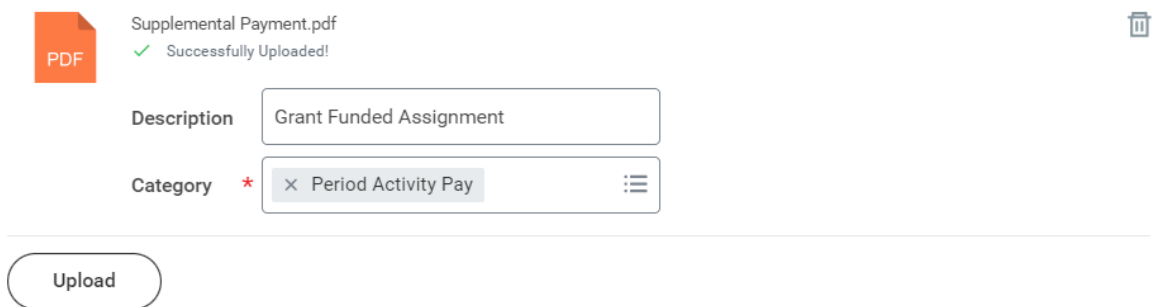



- **Scroll** to the bottom of the Manage Period Activity Pay page and click on the “Select files” button (or drag and drop the file) to upload supporting documentation.
  - Give the attachment a title/description and select “Period Activity Pay” as the category.
  - Only click Upload if there are more than one document to attach.
  - Click the trash can icon on the right to delete a document.

### Attachments



### Attachments



- You can enter another MPAP assignment by clicking the  on the left or you can click Submit.

