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).

### 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](image)

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

**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).

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

![Payment Date Example](image)

**Example:** If an activity ends on 8/16/2024, you would use the pay period end date of 8/23/24.
• **Select** “Submit” when you have entered all appropriate assignments.

![Submit button](image)

• **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 section](image)

- **Supplemental Payment.pdf**
  - Successfully Uploaded!

  - Description: Grant Funded Assignment
  - Category: Period Activity Pay

![Upload button](image)

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