Manage Period Activity Pay for a Worker: Non - Instructional

The following describes the process of entering period activity pay (PAP) for supplemental assignments 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.

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** “OTH/NON-INSTR – Other Non-Instructional” from the “Activity” drop down list

- **Select** appropriate “Task” and provide a 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 = OCCD – Online Course Content Developer**

*Payment for developing online courses as specified in AFT agreement*
**REQUIRED SUPPORTING DOCUMENTATION** for Non-Instructional Assignments

Please upload 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:
- Copy of agreement/contract
- Confirmation email
- Approval forms related to assignment
• **Enter** the Activity start and end dates (the date the assignment begins/began and ended).

![Activity Dates]

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

![Units and Compensation]

• **Select** the “0” under “Costing Overrides”
  
  ▪ 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 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 example](image)

**Example:** If an activity ends on 4/12/2024, you would use the pay period end date of 4/19/24.

<table>
<thead>
<tr>
<th>FY Payroll #</th>
<th>Pay Period Date Range</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP20</td>
<td>03-23-2024 – 04-05-2024</td>
<td>4/12/2024</td>
</tr>
<tr>
<td>PP22</td>
<td>04-20-2024 – 05-03-2024</td>
<td>5/10/2024</td>
</tr>
<tr>
<td>PP23</td>
<td>05-04-2024 – 05-17-2024</td>
<td>5/24/2024</td>
</tr>
<tr>
<td>PP24</td>
<td>05-18-2024 – 05-31-2024</td>
<td>6/7/2024</td>
</tr>
<tr>
<td>PP25</td>
<td>06-01-2024 – 06-14-2024</td>
<td>6/21/2024</td>
</tr>
</tbody>
</table>
• **Select** “Submit” when you have entered all appropriate assignments.

![Submit button]

• **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**

![Drop files here]

**Attachments**

- **Supplemental Payment.pdf**
  - Successfully Uploaded!
  - **Description**: Online Course Content Developer
  - **Category**: Period Activity Pay

![Upload button]

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