Manage Period Activity Pay for a Worker: Summer Salary (Grants)

The following describes the process of entering period activity pay (PAP) for summer salary 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).

View payment scenario at the end of this job aid.

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.
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 = SS – *Summer Salary*
Summer Salary for 10 Month employees
• Select “SS” from the “Task” drop down list

**REQUIRED SUPPORTING DOCUMENTATION** for Summer Salary 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
- Salary Calculator
- Budget Justification/Narrative
- 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.
  o It is recommended that the grant worktags are entered first under “Additional Worktags” because it will automatically pull in the related worktags.
  o If the expense is being allocated to another cost center, enter the cost center number under the “Cost Center” field and the rest of the worktags will auto-populate (the division number may need to be entered first under the “Division” column).
  o If the allocation is being split across two different grants, projects, or cost centers, please use the plus sign to add a new line.
  o 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. View [scenario at the end of this job aid](#).

![Payments form](image)

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

<table>
<thead>
<tr>
<th>FY Payroll #</th>
<th>Pay Period Date Range</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP1</td>
<td>06-29-2024 - 07-12-2024</td>
<td>7/19/2024</td>
</tr>
<tr>
<td>PP2</td>
<td>07-13-2024 - 07-26-2024</td>
<td>8/2/2024</td>
</tr>
<tr>
<td>PP3</td>
<td>07-27-2024 - 08-09-2024</td>
<td>8/16/2024</td>
</tr>
<tr>
<td><strong>PP4</strong></td>
<td><strong>08-10-2024 - 08-23-2024</strong></td>
<td><strong>8/30/2024</strong></td>
</tr>
<tr>
<td>PP5</td>
<td>08-24-2024 - 09-06-2024</td>
<td>9/13/2024</td>
</tr>
<tr>
<td>PP6</td>
<td>09-07-2024 - 09-20-2024</td>
<td>9/27/2024</td>
</tr>
</tbody>
</table>

• **Select** “Submit” when you have entered all appropriate assignments.
Scenario: Professor Turner is receiving supplemental payment for an assignment that begins on 7/1/24 and will end on 8/31/24.

For Summer Salary, the Activity/Payment Start and End Dates will be 6/15/24 and 8/9/24.
  - Step 1: Enter PAP no later than end of PP25 (6/14/24) with the activity and payment start date of 6/15/24

<table>
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<tr>
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<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP25</td>
<td>06-01-2024 – 06-14-2024</td>
<td>6/21/2024</td>
</tr>
<tr>
<td>PP1</td>
<td>06-29-2024 – 07-12-2024</td>
<td>7/19/2024</td>
</tr>
</tbody>
</table>

  - Step 2: Enter the activity and payment end date as 8/9/24

<table>
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<tr>
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<th>Pay Period Date Range</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP3</td>
<td>07-27-2024 – 08-09-2024</td>
<td>8/16/2024</td>
</tr>
<tr>
<td>PP4</td>
<td>08-10-2024 – 08-23-2024</td>
<td>8/30/2024</td>
</tr>
</tbody>
</table>

Note: Since there are four pay periods between the payment dates, the total amount will be split evenly and paid over the course of four paychecks.
• **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.
  
  o Give the attachment a title/description and select “Period Activity Pay” as the category.
  o Only click Upload if there are more than one document to attach.
  o Click the trash can icon on the right to delete a document.

**Attachments**

![Attachments](image)

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

![Submit](image)