HCM: Period Activity Pay – Add Job, Change Job, Renewals

Overview:

This document explains how to input a Period Activity Pay (PAP). This business process is primarily utilized for employees receiving payment via Stipend and is accessible as an auto-populated step in the hire process, Add job process, Change Job process, Renewal process and/or as additional compensation owed to a current employee. The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

SU Pre-Workday Process To-Do's:

- **Prior to initiating the Workday process:**

  o Have all information on the On-Boarding Sheet filled out. This is available on the SU Workday website and request the following information:

  - Start and End Dates of Employment

    - Reference the Payroll/HR Processing Calendar on the SU Workday website to ensure that you are initiating the process with enough time for it to complete before the employee's effective date, which should be the start of a pay period.

  - Title

  - Pay (Total Compensation)

  - Work Location

  - Custom Pay Rate (One-time or bi-weekly)

  - Supervisory Organization

  - Costing Allocation

  - FTE calculation*

  - Academic Period (for Period Activity Pay (PAP))

Icons referred to in this document

	Prompt		Related Actions		Required Field		Checkbox		Calendar

	My Tasks		Instruction Information

Period Activity Pay – Add Job, Change Job, Renewals

1. The **Add Period Activity Pay** page will appear as a separate **"TO DO"** Task for the initiator and appear in their **"MY TASKS"** inbox in **Workday**
   a. Enter the **Academic Period based on the Ob-boarding sheet data**
      1. **ALWAYS MAKE SURE THE PERIOD STARTS WITH "SU"**
   b. **Enter the Period Activity Rate Matrix, which should ALWAYS be "USM Academic Titles Period Activity Rate Matrix", unless advised otherwise by HR**

Add Period Activity Pay

The Scheduled Payment Date in the Payment section is the last day of the Pay Period where the amount will be paid.

Effective Date	02/26/2025
Academic Period *	☰
	Error: The field Academic Period is required and must have a value.
Period Activity Rate Matrix *	✕ USM Academic Titles Period Activity Rate Matrix (...) ☰

2. **Click Submit**
3. **The next page of the Add Period Activity Pay page will pop-up**
   a. **Select the "Reason" as "Period Activity > Add New Activity Pay**

Add Period Activity Pay   Ryaan Muro ⋯

Position   SU Administration & Finance-VP Ofc, JM (Aurora Edenhart-Pepe)

Academic Period ⁎ SU 2025 Spring Regular (01/08/2025-06/10/2025)

Total Amount
0.00 USD

The Scheduled Payment Date in the Payment section is the last day of the Pay Period where the amount will be paid.

Rate Matrix   USM Academic Titles Period Activity Rate Matrix

Reason   ⁎

1 item

| Search | ☰ |

← **Period Activity > Add New Activity Pay**

- ● Period Activity > Add New Activity Pay > New Assignment for Existing Employee
- ○ Period Activity > Add New Activity Pay > New Contract Already Generated
- ○ Period Activity > Add New Activity Pay > New Hire Assignment
- ○ Period Activity > Add New Activity Pay > Reappointment for Existing Employee

⊕

*Activity Dates

Start Date ⁎

End Date ⁎

b. **Under "Activity", select the applicable activity pay type by clicking "All Activities".**
   1. **ALWAYS leave a comment IN BOTH COMMENT BOXES noting the semester, course, and department that the Period Activity Pay applies to.**

c. For Activity Dates, the start and end dates should ALWAYS match the contract start and end dates for the position. Follow the guidance from Academic Affairs on the dates for Adjunct contracts.

d. Fill in the Reportable Hours based on the weekly hours noted on the On-boarding form

e. For "Units" the "Quantity" should be the number of credit hours being taught tied to the specific Period Activity Pay

    1. The "Assigned Unit Rate" will auto-calculate once Quantity and the "Compensation" "Total Amount" is filled out

f. Under "Compensation", enter following:

    1. "Total Amount" that is owed to the employee for this specific position based on the agreed amount in the pre-signed offer/contract letter and what is noted on the on-boarding sheet

    2. ALWAYS CLICK ON THE GRAY OVAL UNDER "COSTING OVERRIDES" TO REFILL THE COSTING ALLOCATION INFORMATION

        • These are the worktags as listed on the on-boarding sheet

        • The "Detail Code" is ALWAYS "DC00001 Contractual Pay", unless otherwise noted by HR

        • Once the USource is entered the rest of the worktags will auto-populate

- **ALWAYS allocate the percent of the total compensation that will be paid from these worktags**

*Compensation

Currency

USD

Costing Overrides

0

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Detail Code	USource	Grant
					Total Amount	Amount Remaining
1 item						
⊕ ⊖ ▽ ▽		Cost Center: CC290027 SU | VPAF | Fin Services Fund: FD4010 Unrestricted Education and General - State Support Location: SU Conway Hall	Detail Code NACUBO Function Code	Detail Code		

Done   Cancel

4,950.00 USD | 0.00 USD
Total Amount | Amount Remaining

Project	Gift	**Additional Worktags	Percent	Amount
		✕ Cost Center: CC290001 SU | VPAF | Admin and Finance ⋯ ✕ Fund: FD4010 Unrestricted Education and General - State Support ✕ Institution Specific Worktags: IW00003 SU Specific Worktags ⋯ ✕ NACUBO Function Code: NF0601 Institutional Support Administrative ⋯	100	4,950.00

g. For "Payments," if the employee wants biweekly payments, then the payment Start Date and End Date should be the same as the Activity Dates and the Contract Dates. This will auto populate based on the data entered in the "Activity Dates" entered. The biweekly payments will be automatically calculated—do NOT modify the payment schedule unless under specific guidance from HR.

h. If the employee wants one lump sum payment at the end of the contract term, make the payment start date the same as the payment end date, which should be the end date of the contract. This end date must be in the future in order to pay out! A PAP will not pay out if the payment end date has passed once the approval process is completed.

4. Click Submit