

HCM: Period Activity Pay – Faculty Overload

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 (typically Faculty Overload). 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:**
 - 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

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1. Search the employee's name in the Workday search bar and click into their profile
2. Under the employee's name, click "Actions" → "Compensation" → "Manage Period Activity Pay Assignments"

The screenshot displays the Workday HCM interface for Sharon Huston. At the top, there is a search bar with the name 'Sharon Huston'. Below the search bar, the profile information is shown, including the location 'SU Conway Hall' and the manager 'Paul Gasior'. The 'Academic Appointments' section is visible, showing 'Education Field Experience' and 'Salisbury University - Seidel School of Education'. The 'Worker' section is also visible, showing 'Sharon Huston'. The 'Actions' menu is open, and 'Manage Period Activity Pay Assignments' is highlighted. Other options in the menu include 'Request Compensation Change', 'Request One-Time Payment', 'View Compensation', 'View Compensation History', 'View Compensation History - All Past and Present Positions', 'View Compensation Basis Details', 'View Period Activity Pay Assignments', 'View Period Activity Payment Details', 'View Estimated Compensation for a Period', and 'View Reimbursable Allowance Plan Activity'.

3. On the pop-up, add the below:
 - a. **Effective Date** – This should ALWAYS be on the start of a pay period
 - b. **Employee** will auto populate
 - c. For **Position**, select the applicable position for which this PAP should be tied to *IF THE EMPLOYTEE HAS MULTIPLE JOBS*
 - d. Select the **Academic Period** that it will apply to
 - e. The **Period Activity Rate Matrix** will auto-populate based on the Academic Period selection

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Manage Period Activity Pay Assignments >

Employee Selection

Effective Date * 02/25/2025

Employee * Sharon Huston

Position * P202452 ADJUNCT FACULTY I - Sharon Huston (+)

Assignment Details

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

Period Activity Rate Matrix * USM Academic Titles Period Activity Rate Matrix

Quick Entry Choices

All Activities

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

Cancel OK

4. Click OK

5. 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)

Total Amount
0.00 USD

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

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 *

- 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

1 item

<input data-bbox="235 1753 267 1795" type="button" value="+"/>		*Activity Dates
		Start Date *
		End Date *

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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.

*Activity

Activity *

01.2A - Adjunct Faculty Course Instruction - Credit Hour

Instructional Activity

Task

Comment

Course information should go here.

Weeks in Activity Period

23.86

Rate Matrix USM Academic Titles Period Activity Rate Matrix

Reason * Period Activity > Add New Activity Pay > New Hire Assignment

1 Item

*Activity

01.2A - Adjunct Faculty Course Instruction - Credit Hour

Instructional Activity

Task

Comment

Econ Spring 2025 Micro

Weeks in Activity Period

2.00

Reportable Hours	*Units	*Compensation	Payments
Work Hours Per Week	Unit Type	Total Amount *	Start Date
10	Credit Hour	4,950.00	02/26/2025
Work Hours Per Activity Period	Quantity *	Currency	End Date
0	3	USD	03/18/2025
Weekly Service Hours	Default Quantity	Costing Overrides	Do Not Pay
33.3	0		<input type="checkbox"/>
Suggested Weekly Service Hours	Assigned Unit Rate *		Customize 2 Payments
33.30	1,650.00		Customized
Total Service Hours for Activity Period	Default Unit Rate		Remaining Balance
99.90	100.00		4,950.00
			Paid to Date

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c. For Activity Dates, the start and end dates should ALWAYS match the contract start and end dates for the position.

1. Start Date ALWAYS falls on the start of a Pay Period
2. End Date ALWAYS needs to be the end of a Pay Period

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- 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

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1 item Total Amount Amount Remaining

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Detail Code	USource	Grant
<input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> ▼ ▼	Cost Center: CC290027 SU VPAF Fin Services Fund: FD4010 Unrestricted Education and General - State Support Location: SU Conway Hall	Detail Code NACUBO Function Code	<input type="text"/>	<input type="text"/>	<input type="text"/>

4,950.00 USD 0.00 USD
 Total Amount Amount Remaining

Project	Gift	**Additional Worktags	Percent	Amount
<input type="text"/>	<input type="text"/>	<ul style="list-style-type: none"> × Cost Center: CC290001 SU VPAF Admin and Finance <input type="checkbox"/> × Fund: FD4010 Unrestricted Education and General - State Support <input type="checkbox"/> × Institution Specific Worktags: IW00003 SU Specific Worktags <input type="checkbox"/> × NACUBO Function Code: NF0601 Institutional Support Administrative <input type="checkbox"/> 	100	4,950.00

g. For “Payments” the 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

6. Click Submit