#### **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





**Related Actions** 



Required Field



Checkbox



Calendar



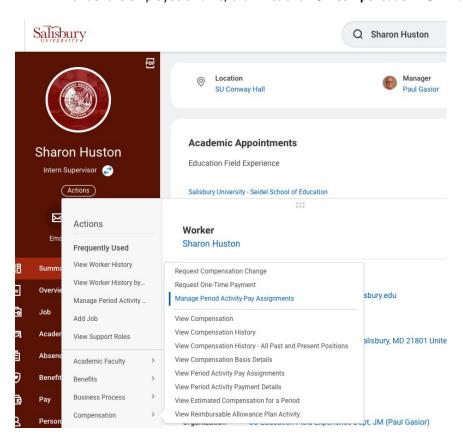
My Tasks

(i) Instru

Instruction Information

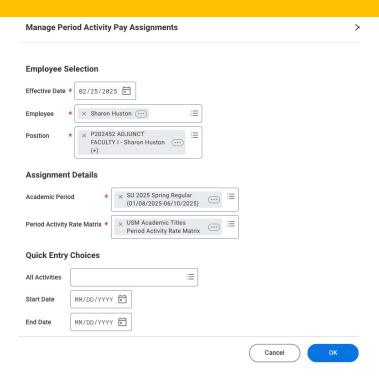
#### Period Activity Pay - Faculty Overload

- 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"

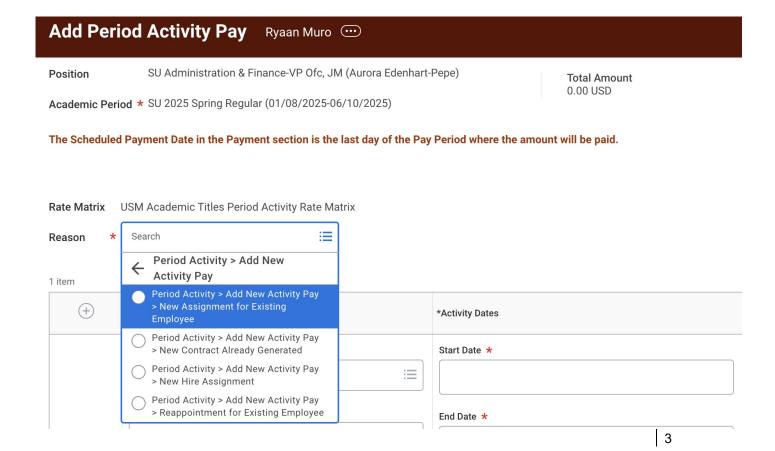


- **3.** On the pop-up, add the below:
  - a. Effective Date This should ALWAYS be on the start of a pay period
  - b. Employee will auto populate
  - c. For Position, select the applicable position for which this PAP should be tied to \*IF THE EMPLOYTEE HAS MULTIPLE JOBS\*
  - d. Select the Academic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

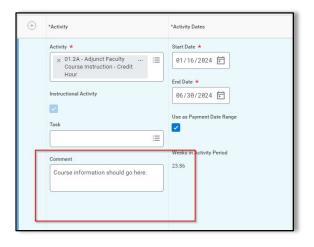
## **HCM: Period Activity Pay – Faculty Overload**

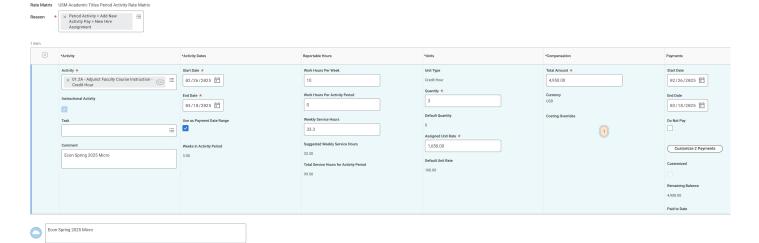


- 4. Click OK
- 5. The next page of the Add Period Activity Pay page will pop-up
  - a. Select the "Reason" as "Period Activity > Add New Activity Pay



- 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.

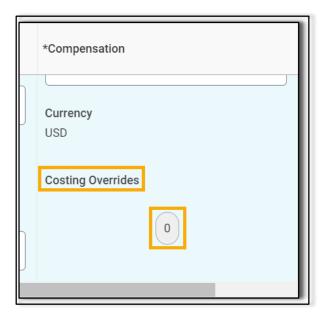




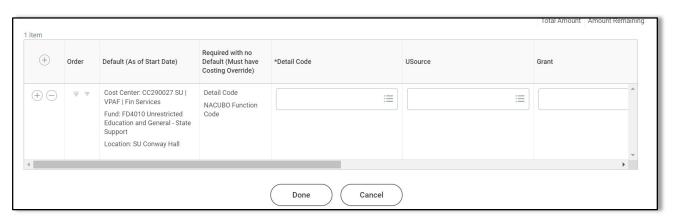
- c. For Activity Dates, the start and end dates should ALWAYS match the contract start and end dates for the position.
  - 1. Start Date ALWAYS falls on the start of a Pay Period
  - 2. End Date ALWAYS needs to be the end of a Pay Period

## **HCM: Period Activity Pay – Faculty Overload**

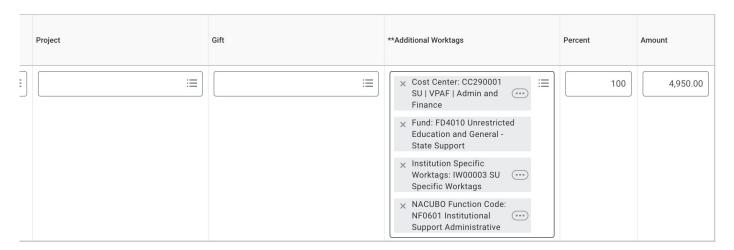
- d. Fill in the Reportable Hours based on the weekly hours noted on the On-boarding form
- e. For "Units" the "Quantity" should be the number of credit hours being taught tied to the specific Period Activity Pay
  - 1. The "Assigned Unit Rate" will auto-calculate once Quantity and the "Compensation" "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



# **HCM: Period Activity Pay – Faculty Overload**



4,950.00 USD 0.00 USD
Total Amount Amount Remaining



- 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