Overview

Use this job aid as a resource to pay employees for fixed-term activities and payment arrangements via Period Activity Pay (PAP) in Workday. You can associate activities with Period Activity Pay, and assign an employee with activities, date ranges, and pay amounts. Period Activity Pay may be used when adding a new job/position with PAP or if PAP needs to be added for an already existing job/position. PT Faculty only need one job/position under a specific Chair or Program Manager for PAP to be added. That job/position can have multiple contracts or courses entered.

- PAP is different from FLAC in that, once you submit, it is committed to the system and any changes will require the change form to be uploaded to the system.

- SIAASGN workload entry for PT Faculty will continue and MUST be kept up to date to ensure accurate pay to the PT Faculty.

- For Instructional, the integration runs before Fall and Spring to identify which jobs don't exist. There is no integration for Winter and Summer, those jobs and PAP are entered manually. The error report is then sent to each Academic Aide where they will add the jobs under the appropriate Chair or Dean before instructional integration is run. The report is also a time for them to check the costing (FOAP), ESH, and payment amount. Confirm information and manually make edits or cancellations in Workday as needed.

  - For FT Faculty, overload PAP will be under a Dean. It can be added to their FT Faculty Academic position. For Instructional FT Faculty Summer, PAP will be under the Dean. This requires an additional Summer Profile position under the Dean's Job Management Organization for Instructional and Chairs Job Management Organization for Non-Instructional.

- For Non-Instructional, all Non-Instructional must be entered manually for the AY (academic year) under the appropriate Chair or Dean. Confirm information and make edits or cancellations in Workday as needed.

- For WDCE, All WDCE need to be entered manually, ensuring the job is under the correct Program Manager. Make edits or cancellations in Workday as needed.
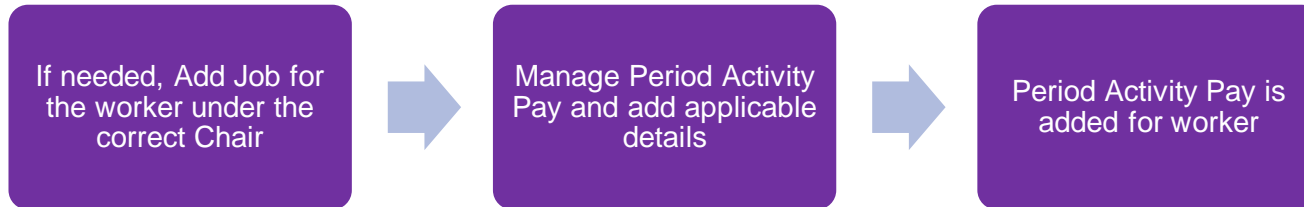
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![MC Montgomery College] **Period Activity Pay**
Workday Job Aid for Academic Aides & WDCE Partner

Process Flow

| If needed, Add Job for the worker under the correct Chair | → | Manage Period Activity Pay and add applicable details | → | Period Activity Pay is added for worker |

Possible Next Steps:

- If the activity is substitute, then the process will route to the Absence Partner to confirm the absence has been requested by the faculty requesting the substitute.

- If the activity is substitute, Full-time Faculty Summer Pay, or Part-time Faculty Pay, and the HR Partner did not initiate the task, then the process will route to the manager/chair/program director for approval.

- If the activity is Overload, WDCE Payment has been updated, PT Faculty pay is new or is updated, or is PT Faculty pay and not loaded by external load, then the HR Partner reviews the period activity pay assignment and uploaded change form.

Manage Period Activity Pay Screen

You add, edit, or remove Period Activity Pay using the "Manage Period Activity Pay" business process. Below is the screen you will see when you manage Period Activity Pay. Please be sure to complete each column from left to right. As you fill in fields the subsequent fields auto-populate. For example, once you select an Activity then the Units column auto-populates. Towards the top left of the screen, use the plus icon (+) to add rows as needed. Once Period Activity Pay is added, you also have the option to click a minus icon (-) to delete a row.

⊕	*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
	Activity *	Start Date *	○ Work Hours Per Week	Unit Type	Total Amount *	Start Date
	[ ] ☰	[ ]	[0]	Quantity *	[0.00]	[ ]
	Task	End Date *	○ Work Hours Per Activity Period	[0]	Currency	End Date
	[ ] ☰	[ ]	[0]	Default Quantity	USD	[ ]
	Comment		● None of the above	0	Costing Overrides	Do Not Pay
	[ ]	Use as Payment Date Range		Assigned Unit Rate *		☐
		☐	Weekly Service Hours	[0.00]	(0)	
			[0]	Default Unit Rate		Number of Payments
		Weeks in Activity Period		0.00		0
		0.00	Suggested Weekly Service Hours			Remaining Balance
			0.00			0.00
			Total Service Hours for Activity Period			Paid to Date
			0.00			

Add Period Activity Pay

1. In Workday, search for and select the **Employee**.

2. From their employee profile, click **Actions**, hover on **Compensation**, and click **Manage Period Activity Pay Assignments**.

3. On the next page, select and fill out the following:

   - **Effective Date**: Never change this date. Leave as is.

   - **Employee**: Defaults in. Leave as is.

   - **Position**: Positions applicable to the employee. Positions with a (+) sign is an additional job. The Position without a (+) sign indicates their primary job. Select the appropriate position. You should only select one Position per Chair and/or Program Manager. Exempt employees can have more than one job. Be sure to validate the correct job/position before entering the PAP. Once you are in PAP, you cannot see the Job Management Organization they are in.

   - **Academic Period**: Type in the appropriate season (i.e., Fall, Winter) and/or year to select the applicable **Semester/Session** from the list.

   - **Period Activity Pay Matrix**: Defaults from the Academic Appointment. Leave as is. Montgomery College uses an Academic Appointment in Workday to be able to track the Academic Rank (e.g., PTF Academic Rank = Pay Rate). If the Period Activity Pay Matrix does not populate correctly, contact your HR Partner.

4. Click **OK**.

5. In the **Reason** field, select **Period Activity** > **Add Activity Pay** > **New Assignment**.

Activity Column

6. Select the appropriate **Activity** from the list. This is a type of pay component (sub-pay, instructional ESH, non-instructional ESH, WDCE, etc.). Select the **Category** then the **Type**.

   Note: Overload is only relevant to Spring FT Faculty.

7. In the **Task** field, type in the appropriate course number and select from the list to assign PAP to a course. If the course is non-instructional, type in NIST for a list of options to choose from.

   - A Task is required for all Period Activity Pay Assignments. If entering an assignment for Overload, please select the **Overload** task. It is critical to select the Activity and Task. If you forget to enter activity or task or if you go back and change it. It will likely clear out your other entries and you will have to enter again.

   - Refer to the Weekly Service Hours tool for assistance with calculating the appropriate Weekly Service Hours for any Period Activity Pay Assignment you are entering manually.

8. If entering Period Activity Pay for Substitute Pay, please enter a **Comment** explaining the nature of the substitution. The comment should include CRN#, Number of ESH, Name, and M# of Faculty (being substituted for ELR to be able to verify Faculty absence reported). In the attachments section, you will need to attach a document using the **Sub Pay Form** document category.

Activity Dates Column

9. In the **Activity Dates** section, make selections based on the following:

   - For PTF, use the **Start** and **End** dates of the actual class/assignment. This way the same dates will be used across all date fields (Activity dates, Payment Dates, and dates on the Weekly Service Hours tool).

   - For WDCE, select the **Start** and **End** dates matching the pay period dates. This drives the number of payments the employee receives.

10. Always select the **Use as Payment Date Range** checkbox.

Reportable Hours Column

11. In the **Reportable Hours** section, populate according to the following:

    Once you fill in either the **Weekly Service Hours** or **Suggested Weekly Service Hours**, the **Total Service Hours for Activity Period** will automatically calculate.

    - **Work Hours Per Week**: Select for Part-Time Faculty and enter weekly hours.

    - **Work Hours Per Activity Period**: Select for WDCE and enter contract hours.

    - **None of the Above**: Only select this option for Full-Time Faculty Overload/Full-Time Faculty Summer.

Units Column

12. Under the **Units** section, enter the **Quantity**. Pay in Workday is a 1:1 activity and the Quantity reflects the course. There should be 1 line item per course.

    - If the course has multiple CRNs, there should be 1 line item each. If additional quantity is needed for a course (CRN) then you will add another row (+) and select the needed task (course).

    - For PTF, click the **+** icon to add a row for ESH. The ESH should be equivalent to the course.

      Note: For PTF, ESH can be anywhere from .01-11.5 during academic year and .01-10 during summer. For FTF, ESH can be anywhere from .01-6 for overload and .01-12 in summer.

    - For WDCE, Leave the **Quantity** as **1** as it is the flat amount contract price.

13. Edit the **Assigned Unit Rate** field according to the following:

    - For Part-Time Faculty: This field automatically calculates based on your selections and number of ESH. Leave as is.

    - For WDCE: Enter the **contract amount** in the next column under **Total Amount**.

Compensation Column

14. Under the **Compensation** section. Edit the **Total Amount** field according to the following:

    - For Part-Time Faculty: This field automatically calculates based on the PTF Rank and number of ESH.

    - For WDCE: Enter the **contract amount** as the **Total**

Amount.

15. For WDCE or Non-Instructional Part-Time Faculty, you may need to add **Costing Overrides** by clicking the **0 button** in the **Compensation** section. You may need to add the applicable Grant, Cost Center, Fund, and/or Program.

- You may utilize the **Banner-to-Workday Crosswalk Query** from the Workday search bar to better understand current Workday terms in this section.

- The total percent in the **Percent** field must add up to **100**.

Payments Column

16. The **Start** and **End** dates automatically populate based on the Activity Start and End dates. It is critical that these are aligned with when the activity begins/ends and appropriate pay period. These fields should only be used by HR. If a course needs to be cancelled; update PAP, complete and upload the appropriate change form, and Submit. HR Partner will review and Approve if appropriate.

17. The only time you should check the **Do Not Pay** checkbox is if the worker has never been paid on that contract before. Check if necessary, otherwise, leave as is.

Attachments Section

18. Upload an attachment by clicking **Select Files** and selecting files from your computer according to the following:

- If entering Sub Pay, attach a copy of the **Subpay Form**, and use the Document Category "Sub Pay Form."
- If entering Period Activity Pay for WDCE, attach a copy of the **contract**, and use the **Document Category** "Period Activity Pay - WDCE Contract."

- If entering Period Activity Pay for Part-Time Faculty, attach a copy of one of the following:

  - o **Part-Time Faculty Assignment Letter** and use the **Document Category** "Period Activity Pay – Part-Time Faculty Assignment Letter."

  - o **Alternate ESH Form** and use the **Document Category** "Period Activity Pay- Alternate ESH Form."

19. Click **Submit**.

Note: The process automatically routes to the approver.

Period Activity Pay

Workday Job Aid for Academic Aides & WDCE Partner

Edit, Update, or Remove Period Activity Pay

1. In Workday, search for and select the **Employee**.

2. From their employee profile, click **Actions**, hover on **Compensation**, and click **Manage Period Activity Pay Assignments**.

3. Never change the **Effective Date**. Leave as is.

4. In the **Employee** field, select the employee.

5. In the **Academic Period** field, type in the appropriate season and/or year to select the applicable **Semester** from the list.

6. The **Period Activity Rate Matrix** field defaults in. Leave as is.

7. Click **OK**.

8. Select an appropriate **Reason** for making these changes in the field.

9. Upload an attachment by clicking **Select Files** and selecting files from your computer according to the following:
    *   If entering Sub Pay, attach a copy of the **Subpay Form**, and use the Document Category "Sub Pay Form".
    *   If changing or ending Period Activity Pay for PTF or FTF, attach a copy of the **Faculty Change ESH Form** and use the **Document Category** "Faculty Change ESH Form".

    *   If changing or ending Period Activity Pay for WDCE, attach a copy of the **WDCE Contract Change Form** and use the **Document Category** "WDCE Contract Change Form".

10. Edit or delete any necessary fields.

11. Click **Submit**.

    Note: The process automatically routes to the approver.