Summer Workload and Pay for Instructional Full-time Faculty
Banner and Workday PAP Job Aid for Academic Aides

1. Enter ESH workload in **SIAASGN** in Banner.

2. If they are teaching classes, enter below info on first screen in **SIAASGN**:
   - Enter CRN
   - Enter Contract Type of FS
   - If prorated ESH make sure you add it in the Override Workload field and that it reflects the correct ESH they should be paid for in the calculated workload field.

3. If they are not teaching classes > Go to **Tools** > **Faculty Non-Instruct Assignment**.

4. Here you will enter:
    - Non-Instructional Type
    - Workload (which is the ESH from the spreadsheet)
    - Contract type of FS
    - ***Make sure to hit Save after you are done entering this info.***

5. Click on **More Information** to enter accounting info.
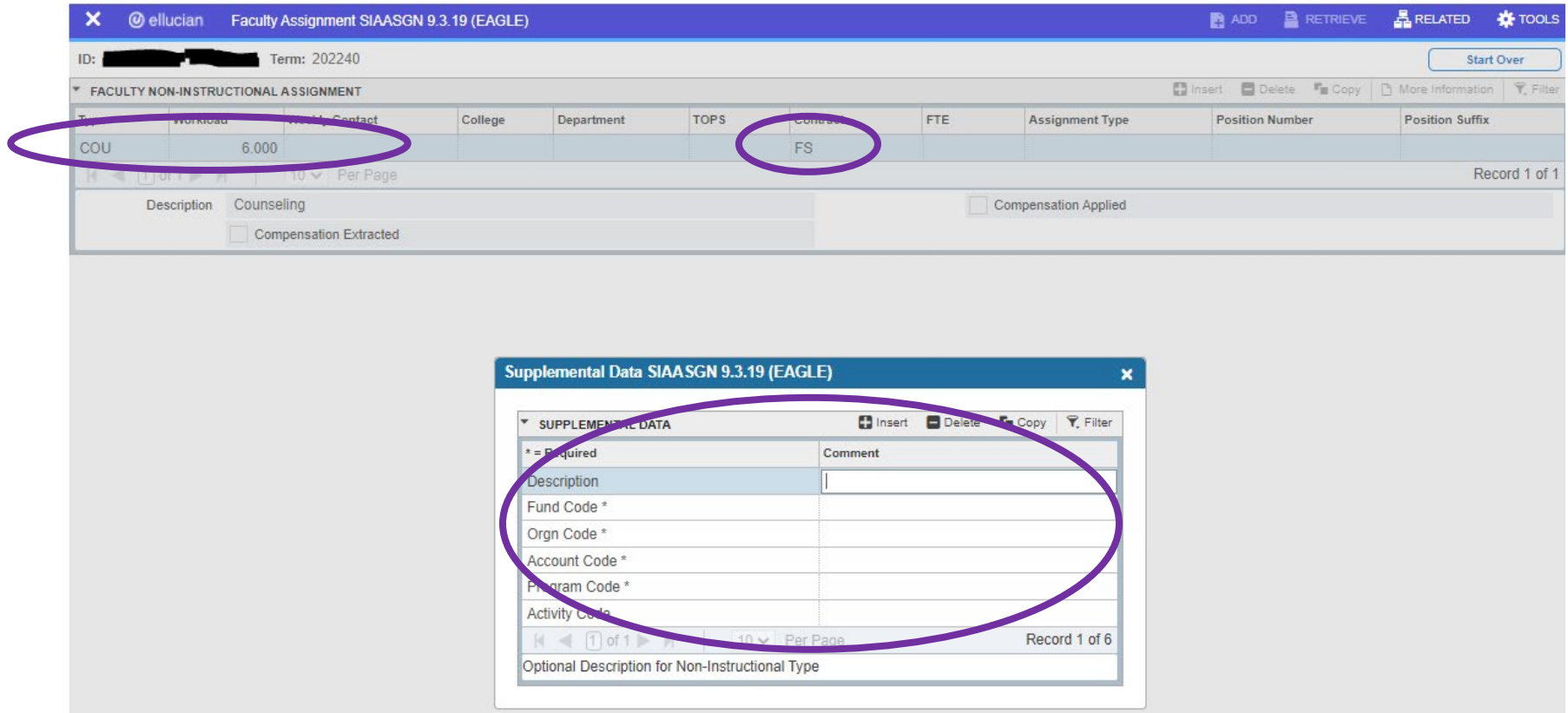
You are now done with Banner!

6. Now go to Workday to enter the period activity pay.

7. Type in Faculty Name in Workday and go to **Actions > Compensation > Manage Period Activity Pay**.
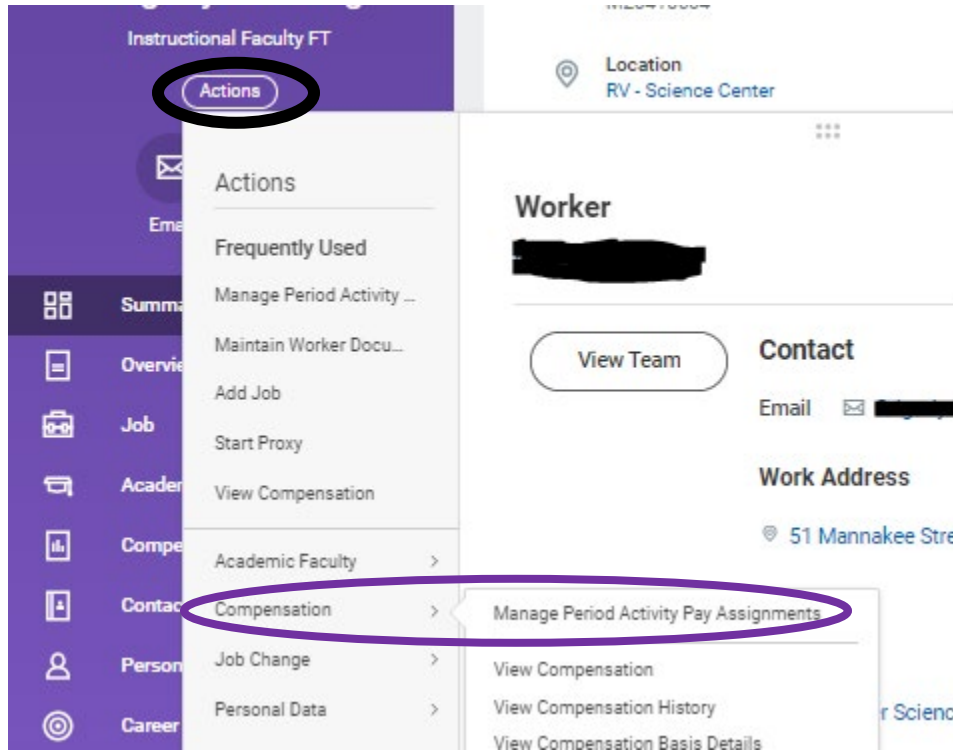
8. If you are entering this PAP before 5/23 please change the effective date to 5/23.
    - This will enable the position field to show up and let you pick the Summer Position.
    - Academic period – Should be 202240.
    - Period Activity Matrix – Make sure to pick General Period Activity Pay Matrix.

Employee Selection

Effective Date * 05/23/2022

Employee *

Position * P012931 Instructional Faculty FT-Summer - (+)

Assignment Details

Academic Period * 202240 - Summer I 2022 (05/31/2022-08/19/2022)

Period Activity Rate Matrix * General Period Activity Pay Matrix

Quick Entry Choices

If additional summer job doesn't come up even with the future date of 5/23, please contact Rosalee Law to add the secondary Summer job before you add the PAP.

9. Enter PAP details – In this example I will use someone who is working 11 ESH so you can see how to process overload.
   - I would start with pulling up Banner on a second screen and pull up SIAASGN.
   - The professor we are using for this example has 3 classes
     - CRN 43383 3 ESH
     - CRN 46622 4 ESH
     - CRN 47501 4 ESH
   - Look which part of term the CRN is in on SSASECT (this will tell you what dates to use for the period activity pay.
     - *For Non-Instructional ESH you will use default dates from memo for Summer Session 1 5/31-7/10.*
   - Looking at the first one CRN 43383 is in part of term M 6/06/22-8/14/22

- In Workday:
  - Reason – Add Activity Pay – New Assignment
  - Activity – For Full-time faculty one of these 2 – Summer Pay (ESH 1-9) or Summer Pay (ESH 10-12)

- o Task – Type in 202240-(CRN#) no dashes and the class will populate
- o Comment is optional

Rate Matrix   General Period Activity Pay Matrix

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

1 item

⊕   *Activity

Activity *

Search   ☰

x FTFSUMINST1 - Full-time
Faculty Summer Pay (ESH
1-9)

Instructional Activity

☑

Task

x 202240-43383 - 202240-   ☰
43383 CMSC-246

Comment

- Next Column – Activity Dates (use dates from SSASECT in Banner). Unless it is non-instructional ESH then use dates from memo.
- Make sure use as payment date range is checked off.

*Activity Dates

Start Date *

06/06/2022 📅

End Date *

08/14/2022 📅

Use as Payment Date Range

☑

- Next column – Reportable Hours – Full-time faculty do not need hours entered in this column. Should be 0 for all fields.

Reportable Hours

○ Work Hours Per Week

0

○ Work Hours Per Activity Period

0

● None of the above

Weekly Service Hours

0

Suggested Weekly Service Hours

0.00

Total Service Hours for Activity Period

0.00

- Next Column – Units
  - Quantity is ESH amount they are being paid for.
  - Assigned unit rate – Type in individual rate. *Please refer to the excel worksheet titled Full-Time Faculty Summer Rates to get what the specific ESH rate is for your faculty.*

From Spreadsheet:

Full-Time Faculty Summer Rates Worksheet

340000 Engineering/Computer Science Dean

Limits for Instructional Faculty		For SIAASGN input
Regular Rate: 9 ESH		Term: 202240 & 202310
Overload Rate: 3 ESH		Contract Type: FS

Last Name	First Name	M#	Reg ESH Rate	OVL Ra
			2,890.49	1,733.00

In Workday:

*Units	
Unit Type	
Workload (ESH)	
Quantity *	
3	
Default Quantity	
1	
Assigned Unit Rate *	
2,890.49	
Default Unit Rate	
0.00	

- Next column Compensation – Populates from what you input in Units columns

- Costing override – you only have to change if you want to charge the workload to another account other than their default.

1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	*Cost Center	*Fund	*Program	Discipline
		Cost Center: 340000 Engineering/Computer Science Dean						
		Discipline: 10403 Computer Sci Technologies						
		Fund: FUND_1110 Operating Fund						
		Program: PROGRAM_1000 General Instruction						

- Last column – Payment dates should match activity dates in second column.

Payments

Start Date

06/06/2022

End Date

08/14/2022

Do Not Pay

☐

Number of Payments

6

Remaining Balance

8,671.47

Done with one class! If you are ready to add the additional classes you can click on the + sign to add them on the PAP now. Otherwise you will have to wait for the PAP to be approved by the manager and HR before you can add the second class.

Follow steps above for each class.

- Next CRN for this faculty is CRN 46622 4 ESH. It also part of term M.

Activity *	**Start Date** *	○ Work Hours Per Week	**Unit Type**	**Total Amount** *	**Start Date**
× FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	06/06/2022	0	Workload (ESH)	11,561.96	06/06/2022
Instructional Activity	**End Date** *	○ Work Hours Per Activity Period	**Quantity** *	**Currency**	**End Date**
☑	08/14/2022	0	4	USD	08/14/2022
Task	**Use as Payment Date Range**	● None of the above	**Default Quantity**	**Costing Overrides**	**Do Not Pay**
× 202240-46622 - 202240-46622 CMSC-203	☑		1	0	☐
Comment	**Weeks in Activity Period**	**Weekly Service Hours**	**Assigned Unit Rate** *		**Number of Payments**
	10.00	0	2,890.49		6
		Suggested Weekly Service Hours	**Default Unit Rate**		**Remaining Balance**
		0.00	0.00		11,561.96
		Total Service Hours for Activity Period			**Paid to Date**
		0.00			

- Last class is CRN 47501 4 ESH for this professor. This one is a good example because so far they 7 ESH since this class is 4 ESH. 2 ESH should be paid at the regular rate and 2 ESH at the overload rate.
- You will have to 2 lines on the pap. One with activity ESH 1-9 and a second one with activity 9-12.
  - Overload rate is on same spreadsheet with individual ESH rate.

- So final split rates will look like this on 2 PAP lines.

10. Click **Submit**. It will go to Dean for review and approval and then to HR.

Congratulations! You are finally done. If you have any changes during the session, you need to complete the [Faculty Change Form](#) and attach to the PAP correction in Workday.