Summer Workload and Pay for Part-time Faculty
*Banner and Workday PAP Job Aid for Academic Aides*

The process for the Summer is the same as during the Academic Year. The only difference is that the maximum limit is 10 ESH for both Summer sessions combined.

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 PT (or PS for Exempt Staff with an additional PTF job).
    *   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.
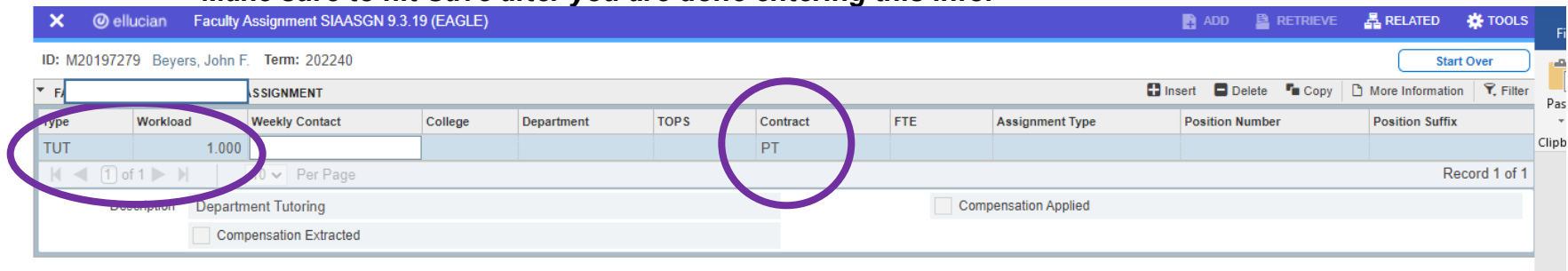
3. If they are not teaching classes > Go to **Tools** > **Faculty Non-Instruct Assignment**.
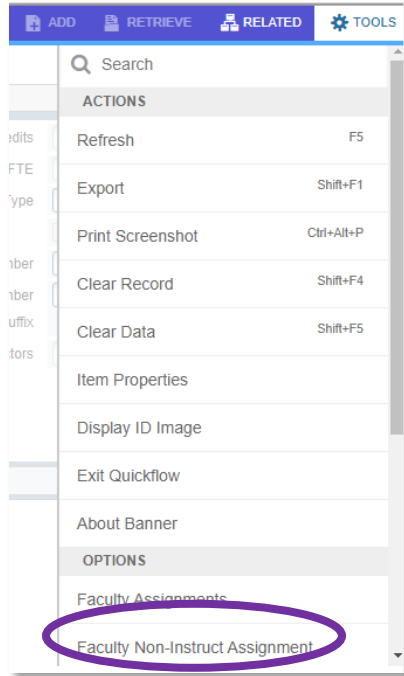
4. Here you will enter:
   - Non-Instructional Type
   - Workload
   - Contract type of PT
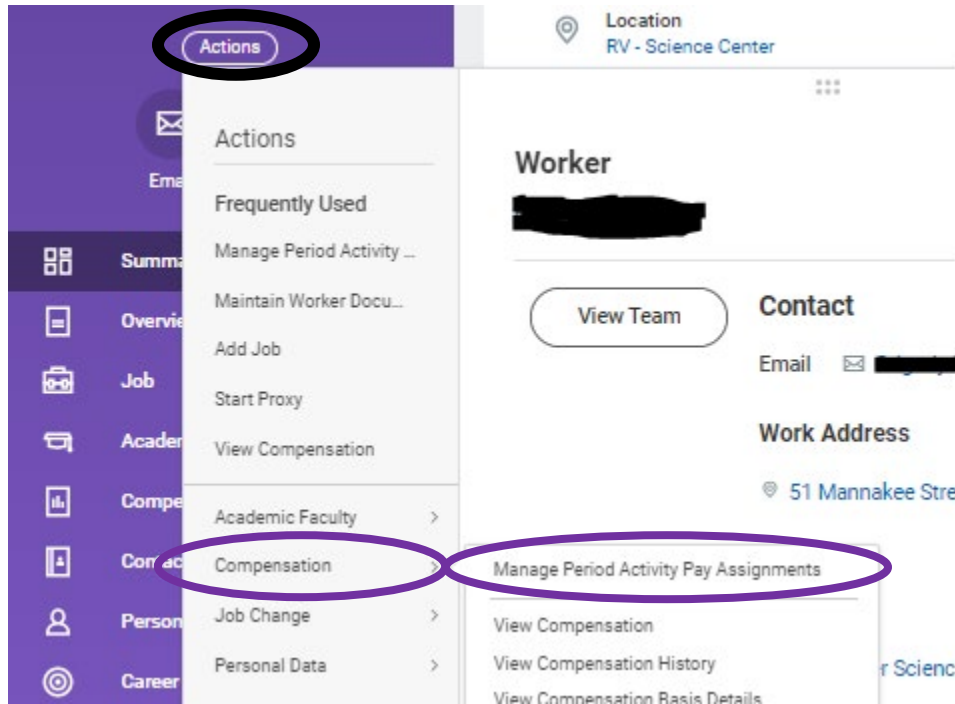   - ***Make sure to hit Save after you are done entering this info.***

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. Enter below in first screen for PAP
   - Effective date you can leave as today's date
   - Academic period – Should be 202240
   - Period Activity Matrix – Will default in to their rank

Employee Selection

Effective Date *   05/09/2022

Employee   *   ×

Assignment Details

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

Period Activity Rate Matrix *   × PTF - Adjunct II

9. Enter PAP details
   - I would start with pulling up Banner on a second screen and pull up SIAASGN.
   - The professor we are using for this example has 2 classes (that will equal max for Summer 10 ESH).
     - CRN 43381 5 ESH
     - CRN 47518 5 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 43381 is in part of term 1 5/31/22-7/10/22

- In Workday:
  - Reason – Add Activity Pay – New Assignment
  - Activity – For Part-time faculty one of these 2:
    - PTFPAY for instructional
      or
    - Non-Instructional Activity – PTF

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

Rate Matrix   PTF - Adjunct II

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

1 item

⊕   *Activity   *A

     Activity *   S

       ☒ PTFPAY - Part-time Faculty ☰
         Pay

     Instructional Activity   E

       ☑

     Task   U

       ☒ 202240-43381 - 202240-   ☰
         43381 MATH-181

     Comment   W

                                       5.

- 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 *****

05/31/2022 📅

End Date *****

07/10/2022 📅

Use as Payment Date Range

☑

- Next column – Reportable Hours – Use Weekly Service Hours Tool Formula to get these hours.

From Spreadsheet:

	Weekly Service Hours Tool Formula				
	Input: ESH and # of Weeks			**Output: Weekly Service Hours**	
	ESH	# of weeks		Work hours per week	
Example	3	7		14.46	
Enter:	5	5		33.75	
	↑ Enter total ESH ↑	↑ Enter total # of weeks ↑		↑ Enter in PAP in Workday ↑	

- Next Column – Units
  - Quantity is ESH amount they are being paid for.
  - Assigned unit rate – Will default in based on their rank

*Units

Unit Type

Workload (ESH)

Quantity *

5

Default Quantity

1

Assigned Unit Rate *

1,460.00

Default Unit Rate

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

*Compensation

Total Amount *

7,300.00

- Costing override – You will have to change the program to 1000 and the discipline for instructional workload. Make sure to change percent to 100 (or that it equals 100 if splitting).

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

Payments

Start Date

05/31/2022

End Date

07/10/2022

Do Not Pay

☐

Number of Payments

4

Remaining Balance

7,300.00

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 47518 5 ESH. It also part of term 1.

2 items

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity * Search ☰ ✕ PTFPAY - Part-time Faculty Pay Instructional Activity ☑ Task ✕ 202240-47518 - 202240-47518 MATH-182 ☰ Comment	Start Date * 05/31/2022 📅 End Date * 07/10/2022 📅 Use as Payment Date Range ☑ Weeks in Activity Period 5.86	● Work Hours Per Week 33.75 ○ Work Hours Per Activity Period 0 ○ None of the above Weekly Service Hours 33.75 Suggested Weekly Service Hours 33.75 Total Service Hours for Activity Period 197.78	Unit Type Workload (ESH) Quantity * 5 Default Quantity 1 Assigned Unit Rate * 1,460.00 Default Unit Rate 1,460.00	Total Amount * 7,300.00 Currency USD Costing Overrides ①	Start Date 05/31/2022 📅 End Date 07/10/2022 📅 Do Not Pay ☐ Number of Payments 4 Remaining Balance 7,300.00 Paid to Date

10. Click **Submit**. It will go to the Department Chair 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](link) and attach to the PAP correction in Workday.