

Overview

This job aid explains how credit and non-credit Part-Time Faculty can view Period Activity Pay details in Workday. If you have questions about PAP details, please contact your Department Administrative Aide or WDCE Partner and/or email hrstm@montgomerycollege.edu for assistance.

For instructions for viewing the Payslip with full pay details by pay period, please refer to the View Payslips job aid.

My Compensation

1. From the home page, click the **photo/person icon** A on the top right of the screen. On subsequent pages you will click on the

photo/cloud icon

2. Click on Compensation on the left vertical sidebar.





3. Click on Historical Activity Pay. Period Activity Assignments will populate.

-	Ref.	Compensation Historical A	Activity Pay Pay Change F	History	
	Instructional Faculty PT (Actions)	Position P009834 Instruct	tional Faculty PT -		
	Email Team	Period Activity Assignments	1 item		
問	Summary	Academic Period	Organization	Total Scheduled Amount	Currency
Ξ	Overview	202224 - Extended Winter	JM - English and Reading,	1,365.00	USD
8	Job	2022 (12/20/2021-01/21/202 2)	TPSS		
ㅋ	Academic	•			
	Compensation				
ß	Pay				
	Benefits				

4. Scroll over and click on View Assignment to open details.

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	Instructional Faculty PT (Actions)	Position P009834	Instructional Faculty PT									
	Email Team	Period Activity Assign	Period Activity Assignments 1 item									
88	Summary	ic Period	Organization	Total Scheduled Amount	Currency							
	Overview	- Extended Winter 2/20/2021-01/21/202	JM - English and Reading,	1,365.00	USD	View Assignme						
٦ ۲	Job Academic	1										
e.	Compensation											
ß	Pay											
9	Benefits											



5. Period Activity Assignment details will display. Click on **View with Payment Details** for additional information.

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Total Amount 1,365.00 USD	
View with Payment Details	
Position P009834 Instructional Faculty PT Total Scheduled 1,365.00	
Period 202224 - Extended Winter 2022 (12/20/2021-01/21/2022) Total Amount Paid 682 50	
Remaining Balance 682.50	
Turn on the new tables view (
1 item	۲,
Activity Task Comment Activity Start Activity End Weekly Weekly Work Service Unit Work Service Hours Hours Qty Unit Rate Scheduled Date Currence Date	,
Non-Instructional Activity - PTF NISTTUT - TUFDepartment Tutoring 12/25/2021 01/14/2022 2.25 2.25 Workload (ESH) 1 1,365.00 682.50 USD	4 >

6. Full Period Activity Payment Details will display, including the entire amount of the PAP, what has been paid to date, and the amount of each payment.

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Employee													
Supervisory Organization	JM - English and Reading, Ti	PSS											
Position P009834 Instru	uctional Faculty PT -		Period 202	2224 - Extended Wint	er 2022	(12/20/20	21-01/21/2022)						
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2 items											ununun	x≣ ≡ d]n ."
2 items Activity	Task	Activity Start	Activity End	Unit	Qty	Unit Rate	Scheduled Amount	Paid to Date	Payment Amount	Work	Service Hours	x⊞ ≡ 0 Scheduled Date	Da L'
2 items Activity Non-Instructional Activity - PTF	Task NIST-TUT - TUT-Department Tutoring	Activity Start 12/25/2021	Activity End 01/14/2022	Unit Workload (ESH)	Qty 1	Unit Rate 1,365.00	Scheduled Amount \$1,365.00	Paid to Date \$682.50	Payment Amount \$682.50	Work Hours 3,38	Service Hours 3.38	x⊞ ≡ 0 Scheduled Date 01/07/2022	E
2 items Activity Non-Instructional Activity - PTF	Task NIST-TUT - TUT-Department Tutoring	Activity Start 12/25/2021	Activity End	Unit Workload (ESH)	Qty 1	Unit Rate 1,365.00	Scheduled Amount \$1,365.00	Paid to Date \$682.50	Payment Amount \$682.50 \$682.50	Work Hours 3.38 3.37	Service Hours 3.38 3.37	X iii iii iiiiiiiiiiiiiiiiiiiiiiiiiiii	F