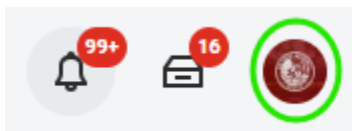


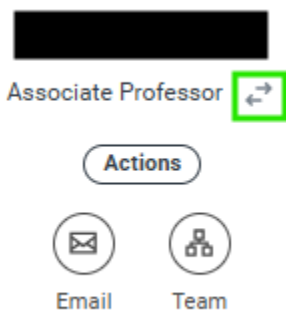
How to Review Period Activity Pay Assignments

In Workday, you have access to review the Period Activity Pay (PAP), also known as stipend, assigned to you. This includes the total amount to pay and the payment schedule. Below are instructions to locate and view these PAPs in Workday:

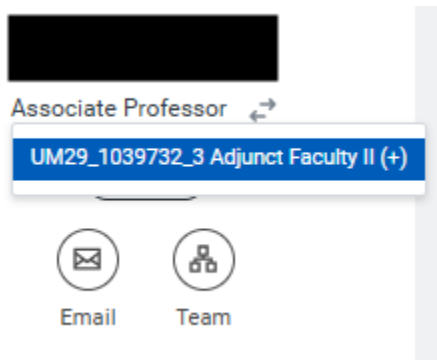
1. In the top right corner, click on your avatar and click **View Profile**



In your employee profile in Workday, you may notice this arrow symbol to the right of your primary position, this means that you have more than one job associated with you in Workday. This additional job is related to a contractual position (Adjunct, GA, etc.).



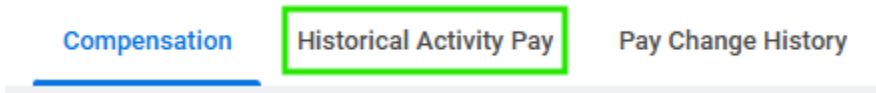
2. Click on the arrows to view your additional position(s) and click on the desired position to view the PAP assigned to that position:



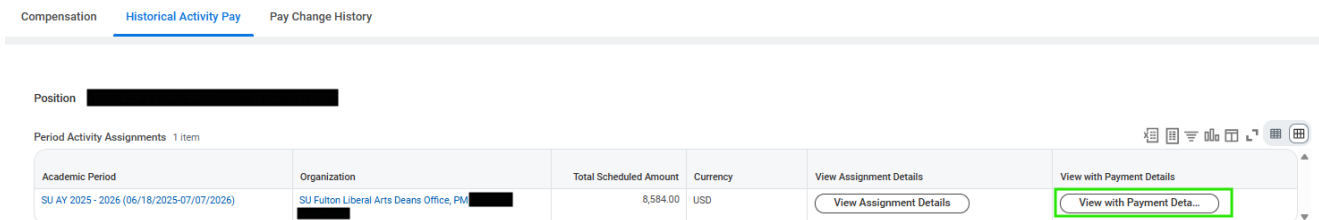
3. In the menu on the left, click **Compensation**:



4. In the tab menu, click **Historical Activity Pay**:



5. In the next screen, you will see all PAPs assigned to you. To view the payment schedule assigned to a PAP, click **View with Payment Details** to the far right of the screen:



6. Please note: the “Scheduled Date” is the date when the payment generates to your paycheck. This is not the actual date when you will receive payment. To align the

Scheduled Date with a pay date, please click here to view the SU Payroll Schedules:

[LINK](#)

Scheduled Amount	Paid to Date	Payment Details		
		Payment Amount	Scheduled Date	Paid Date
\$8,584.00	\$8,584.00	\$317.93	07/08/2025	07/16/2025
		\$317.93	07/22/2025	07/30/2025
		\$317.93	08/05/2025	08/13/2025
		\$317.93	08/19/2025	08/27/2025