

Overview:

This document explains how to input a Period Activity Pay (PAP). This business process is primarily utilized for employees receiving payment via Stipend and is accessible as an auto-populated step in the hire process, Add job process, Change Job process, Renewal process and/or as additional compensation owed to a current employee (typically Faculty Overload). The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

SU Pre-Workday Process To-Do's:

- Prior to initiating the Workday process:
 - Have all information on the On-Boarding Sheet filled out. This is available on the SU Workday website and request the following information:
 - Start and End Dates of Employment
 - Reference the Payroll/HR Processing Calendar on the SU Workday website to ensure that you are initiating the process with enough time for it to complete before the employee's effective date, which should be the start of a pay period.
 - Title
 - Pay (Total Compensation)
 - Work Location
 - Custom Pay Rate (One-time or bi-weekly)
 - Supervisory Organization
 - Costing Allocation
 - FTE calculation*
 - Academic Period (for Period Activity Pay (PAP))

Icons referred to in this document



Prompt



Related Actions



Required Field



Checkbox



Calendar



My Tasks



Instruction Information

Period Activity Pay – Faculty Overload

1. Search the employee's name in the Workday search bar and click into their profile
2. Under the employee's name, click "Actions" "Compensation" "Manage Period Activity Pay Assignments"

The screenshot displays the Workday HCM interface for Sharon Huston. At the top, there is a search bar with the name "Sharon Huston". Below the search bar, the profile information includes the location "SU Conway Hall" and the manager "Paul Gasior". The "Academic Appointments" section shows "Education Field Experience" at "Salisbury University - Seidel School of Education". The "Worker" section for Sharon Huston is visible, with a list of actions. The "Actions" menu is open, and "Manage Period Activity Pay Assignments" is highlighted. Other actions in the menu include "Request Compensation Change", "Request One-Time Payment", "View Compensation", "View Compensation History", "View Compensation History - All Past and Present Positions", "View Compensation Basis Details", "View Period Activity Pay Assignments", "View Period Activity Payment Details", "View Estimated Compensation for a Period", and "View Reimbursable Allowance Plan Activity".

3. On the pop-up, add the below:
 - a. Effective Date – This should ALWAYS be on the start of a pay period
 - b. Employee will auto populate
 - c. For Position, select the applicable position for which this PAP should be tied to *IF THE EMPLOYTEE HAS MULTIPLE JOBS*
 - d. Select the Academic Period that it will apply to
 - e. The Period Activity Rate Matrix will auto-populate based on the Academic Period selection

HCM: Period Activity Pay – Faculty Overload

Manage Period Activity Pay Assignments >

Employee Selection

Effective Date * 02/25/2025

Employee *

Position *

Assignment Details

Academic Period *

Period Activity Rate Matrix *

Quick Entry Choices

All Activities

Start Date

End Date

4. Click OK
5. The next page of the Add Period Activity Pay page will pop-up
 - a. Select the “Reason” as “Period Activity > Add New Activity Pay

Add Period Activity Pay Ryaan Muro

Position SU Administration & Finance-VP Ofc, JM (Aurora Edenhart-Pepe) Total Amount
0.00 USD

Academic Period * SU 2025 Spring Regular (01/08/2025-06/10/2025)

The Scheduled Payment Date in the Payment section is the last day of the Pay Period where the amount will be paid.

Rate Matrix USM Academic Titles Period Activity Rate Matrix

Reason *

1 item

+	<div style="border: 1px solid #ccc; padding: 5px;"><p>Search </p><p>← Period Activity > Add New Activity Pay</p><p><input checked="" type="radio"/> Period Activity > Add New Activity Pay > New Assignment for Existing Employee</p><p><input type="radio"/> Period Activity > Add New Activity Pay > New Contract Already Generated</p><p><input type="radio"/> Period Activity > Add New Activity Pay > New Hire Assignment </p><p><input type="radio"/> Period Activity > Add New Activity Pay > Reappointment for Existing Employee</p></div>	<p>*Activity Dates</p> <p>Start Date * <input type="text"/></p> <p>End Date * <input type="text"/></p>
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HCM: Period Activity Pay – Faculty Overload

b. Under “Activity”, select the applicable activity pay type by clicking “All Activities”.

1. ALWAYS leave a comment IN BOTH COMMENT BOXES noting the semester, course, and department that the Period Activity Pay applies to.

Rate Matrix USM Academic Titles Period Activity Rate Matrix

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

1 Item

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity * x 01.2A - Adjunct Faculty Course Instruction - Credit Hour Instructional Activity <input checked="" type="checkbox"/> Task Comment Econ Spring 2025 Micro	Start Date * 02/26/2025 End Date * 03/18/2025 Use as Payment Date Range <input checked="" type="checkbox"/> Weeks in Activity Period 2.00	Work Hours Per Week 10 Work Hours Per Activity Period 0 Weekly Service Hours 33.3 Suggested Weekly Service Hours 33.30 Total Service Hours for Activity Period 99.90	Unit Type Credit Hour Quantity * 3 Default Quantity 0 Assigned Unit Rate * 1,650.00 Default Unit Rate 100.00	Total Amount * 4,950.00 Currency USD Costing Overrides 1	Start Date 02/26/2025 End Date 03/18/2025 Do Not Pay <input type="checkbox"/> Customize 2 Payments Customized <input type="checkbox"/> Remaining Balance 4,950.00 Paid to Date

Econ Spring 2025 Micro

c. For Activity Dates, the start and end dates should ALWAYS match the contract start and end dates for the position.

1. Start Date ALWAYS falls on the start of a Pay Period
2. End Date ALWAYS needs to be the end of a Pay Period

HCM: Period Activity Pay – Faculty Overload

- d. Fill in the Reportable Hours based on the weekly hours noted on the On-boarding form
- e. For “Units” the “Quantity” should be the number of credit hours being taught tied to the specific Period Activity Pay
 1. The “Assigned Unit Rate” will auto-calculate once Quantity and the “Compensation” “Total Amount” is filled out
- f. Under “Compensation”, enter following:
 1. “Total Amount” that is owed to the employee for this specific position based on the agreed amount in the pre-signed offer/contract letter and what is noted on the on-boarding sheet
 2. ALWAYS CLICK ON THE GRAY OVAL UNDER “COSTING OVERRIDES” TO REFILL THE CO ALLOCATION INFORMATION
 - These are the worktags as listed on the on-boarding sheet
 - The “Detail Code” is ALWAYS “DC00001 Contractual Pay”, unless otherwise noted by HR
 - Once the USource is entered the rest of the worktags will auto-populate
 - ALWAYS allocate the percent of the total compensation that will be paid from these worktags

The screenshot displays a software interface for entering compensation information. At the top, the text '*Compensation' is visible. Below it, there is a text input field. Further down, the 'Currency' is set to 'USD'. A button labeled 'Costing Overrides' is highlighted with a yellow rectangular box. Below this button, there is a gray oval containing the number '0', which is also highlighted with a yellow rectangular box.

HCM: Period Activity Pay – Faculty Overload

1 item Total Amount | Amount Remaining

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Detail Code	USource	Grant
<input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> ▾ ▾	Cost Center: CC290027 SU VPAF Fin Services Fund: FD4010 Unrestricted Education and General - State Support Location: SU Conway Hall	Detail Code NACUBO Function Code	<input type="text"/>	<input type="text"/>	<input type="text"/>

4,950.00 USD 0.00 USD
 Total Amount Amount Remaining

Project	Gift	**Additional Worktags	Percent	Amount
<input type="text"/>	<input type="text"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cost Center: CC290001 SU VPAF Admin and Finance <input checked="" type="checkbox"/> Fund: FD4010 Unrestricted Education and General - State Support <input checked="" type="checkbox"/> Institution Specific Worktags: IW00003 SU Specific Worktags <input checked="" type="checkbox"/> NACUBO Function Code: NF0601 Institutional Support Administrative 	100	4,950.00

g. For “Payments” the Start Date and End Date should be the same as the Activity Dates and the Contract Dates. This will auto populate based on the data entered in the “Activity Dates” entered

6. Click Submit