Manage Period Activity Pay for a Worker: Summer Salary (Grants)

The following describes the process of entering period activity pay (PAP) for summer salary assignments supported by a grant in Workday.

WHO CAN INITIATE this process?

- Department Assistant
- Manager
- Division Administrative Assistant

If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

View payment scenario at the end of this job aid.

Instructions

1) There are two ways to initiate the period activity pay process:

   - **Option 1**: In the Workday search bar type **Manage Period Activity Pay Assignments** and select the Manager Period Activity Pay Assignments Task.
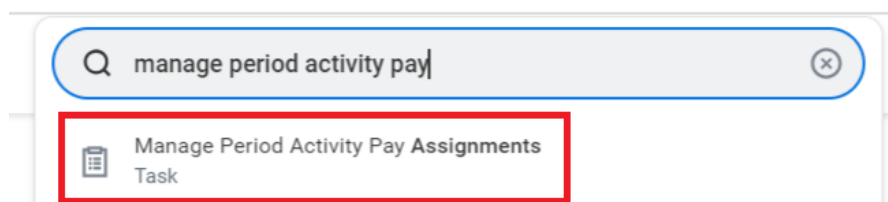
   - **Option 2**: Go to the employee's profile by searching for the employee in the Workday search bar. Click on the related actions icon → Compensation → Manage Period Activity Pay Assignments.

2) Fill in the prompts:

   - **Effective Date**: Defaults to today. If you wish to change this date, it can only be a date in the future.

   - **Employee**: If it is not already populated, search for and select the worker/employee.

   - **Academic Period**: Select the appropriate academic year and period you wish to update.

   - Select **OK** at the bottom of the page.

NOTE: Period Activity Rate Matrix will default automatically upon selection of Academic Period.

Employee Selection

Effective Date * 07/01/2024 📅 ?

Employee * ✕ Bill Sullivan ⋯ ☰

By Academic Year	❯
All Academic Periods	❯
Search	☰

Assignment Details

Academic Period *

Period Activity Rate Matrix * ☰ ?

← **By Academic Year**

2024	❯
2023	❯
2022	❯
Search	☰

☰

← **2024**

⦿ **2023-2024 Academic Year**

◯ Fall 2023 (08/28/2023-12/15/2023)

◯ Winter 2024 (12/18/2023-01/12/2024)

◯ Spring 2024 (01/16/2024-05/07/2024)

◯ Summer 2024 (05/06/2024-09/01/2024)

Search ☰

Employee Selection

Effective Date * 07/01/2024 🗓

Employee * ✕ Bill Sullivan ⋯ ☰

Assignment Details

Academic Period * ✕ Summer 2024 (05/06/2024- ⋯ ☰
09/01/2024)

Period Activity Rate Matrix * ✕ Period Activity Rate Matrix ⋯ ☰

Quick Entry Choices

Eligible Activities ☰

All Activities ☰

Start Date MM/DD/YYYY 🗓

End Date MM/DD/YYYY 🗓

[OK] (Cancel)

3) Enter the period activity pay assignment(s):

- **Select** the Reason:
    - ○ "New" **or** "Edit" Assignment
    - ○ "New Assignment > Instructional" **or** "New Assignment > Non-Instructional"

    NOTE: Use the "Edit Existing Assignment" option when editing an existing entry.

- **Select** "SUM/SUP – Summer/Supplemental payments (Grants)" from the "Activity" drop down list

- **Select** appropriate "Task" and provide description of the assignment in the comment section. **Make sure to include any additional details and attach any supporting documentation pertaining to the supplemental payment request.**

Example:

Task = SS – Summer Salary
Summer Salary for 10 Month employees

- **Select** "SS" from the "Task" drop down list

REQUIRED SUPPORTING DOCUMENTATION for Summer Salary Assignments

Please upload documentation as attachments

Justification stating:
- Duties and responsibilities performed
- Start and end dates of assignment
- Amount to be paid for duties and responsibilities

Samples of required documentation may include:
- Job Description
- Salary Calculator
- Budget Justification/Narrative
- Grant Proposal
- Award Letter

- **Enter** the Activity start and end dates (the date the assignment begins/began and ended).

*Activity Dates

Start Date *

07/01/2024

End Date *

08/16/2024

Use as Payment Date Range

☐

- **Enter** the total amount in the "Total Amount" box and the "Assigned Unit Rate" will automatically populate.

*Units

Unit Type

Units

Quantity *

1

Default Quantity

1

Assigned Unit Rate *

15,000.00

Default Unit Rate

0.00

*Compensation

Total Amount *

15,000.00

Currency

USD

USD

Costing Overrides

0

- **Select** the "0" under "Costing Overrides" if the PAP will be charged to a grant, project, or split funded between departments.
  - It is recommended that the grant worktags are entered first under "Additional Worktags" because it will automatically pull in the related worktags.
  - If the expense is being allocated to another cost center, enter the cost center number under the "Cost Center" field and the rest of the worktags will auto-populate (the division number may need to be entered first under the "Division" column).
  - If the allocation is being split across two different grants, projects, or cost centers, please use the plus sign to add a new line.
  - Fill in the "Percent" column assigned to each cost center/grant and select done.

*Cost Center	*Division	*Additional Worktags	Percent	Amount
× CC10125 Dean's Office - College of Science and Mathematics (CSAM)	× D23 College of Science and Mathematics	× Fund: F20 Sponsored Awards Fund × Grant: GR00119 PRISM FMS 633811 × Program: N10 Instruction	100	15,000.00

- **Enter** the Payment start and end dates. While the payment dates typically align with the activity start and end dates, **please make sure that the payment end date matches the closest pay period's end date.** Review the payroll calendar to ensure you select the correct end date. *View scenario at the end of this job aid.*

Payments
Start Date
07/01/2024 📅
End Date
08/23/2024 📅
Do Not Pay
☐

Example: If an activity ends on 8/16/2024, you would use the pay period end date of 8/23/24.

FY Payroll #	Pay Period Date Range	Pay Day
PP26	06-15-2024 – 06-28-2024	7/5/2024
PP1	06-29-2024 – 07-12-2024	7/19/2024
PP2	07-13-2024 – 07-26-2024	8/2/2024
PP3	07-27-2024 – 08-09-2024	8/16/2024
PP4	08-10-2024 – 08-23-2024	8/30/2024
PP5	08-24-2024 – 09-06-2024	9/13/2024
PP6	09-07-2024 – 09-20-2024	9/27/2024

- **Select** "Submit" when you have entered all appropriate assignments.

Submit   Save for Later   Cancel

Scenario: Professor Turner is receiving supplemental payment for an assignment that begins on 7/1/24 and will end on 8/31/24.

For Summer Salary, the Activity/Payment Start and End Dates will be 6/29/24 and 8/23/24.
- **Step 1: Enter PAP no later than end of PP26 (6/28/24) with the activity <u>and</u> payment start date of 6/29/24**

FY Payroll #	Pay Period Date Range	Pay Day
PP26	06-15-2024 − 06-28-2024	7/5/2024
PP1	06-29-2024 − 07-12-2024	7/19/2024
PP2	07-13-2024 − 07-26-2024	8/2/2024

- **Step 2: Enter the activity and payment end date as 8/23/24**

FY Payroll #	Pay Period Date Range	Pay Day
PP3	07-27-2024 − 08-09-2024	8/16/2024
PP4	08-10-2024 − 08-23-2024	8/30/2024
PP5	08-24-2024 − 09-06-2024	9/13/2024

Note: Since there are four pay periods between the payment dates, the total amount will be split evenly and paid over the course of four paychecks.

FY Payroll #	Pay Period Date Range	Pay Day
PP26	06-15-2024 − 06-28-2024	7/5/2024
PP1	06-29-2024 − 07-12-2024	7/19/2024
PP2	07-13-2024 − 07-26-2024	8/2/2024
PP3	07-27-2024 − 08-09-2024	8/16/2024
PP4	08-10-2024 − 08-23-2024	8/30/2024
PP5	08-24-2024 − 09-06-2024	9/13/2024

- **Scroll** to the bottom of the Manage Period Activity Pay page and click on the "Select files" button (or drag and drop the file) to upload supporting documentation.
  - Give the attachment a title/description and select "Period Activity Pay" as the category.
  - Only click Upload if there are more than one document to attach.
  - Click the trash can icon on the right to delete a document.

Attachments

Drop files here

or

Select files
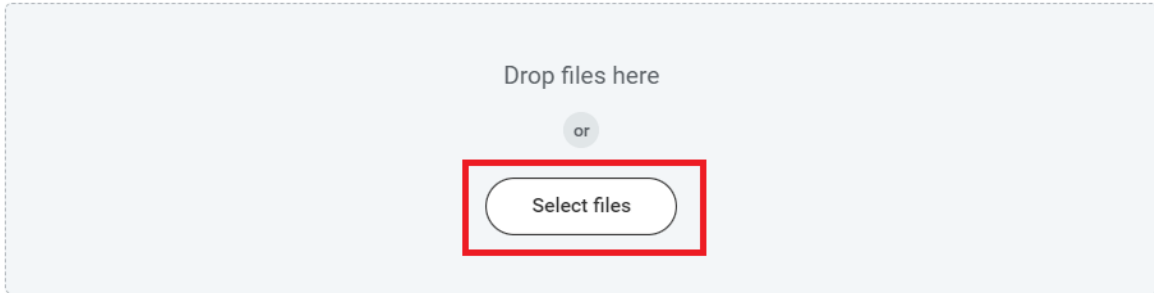
Attachments

PDF Supplemental Payment.pdf
✓ Successfully Uploaded!

Description Summer 2024 Assignment

Category * ✕ Period Activity Pay

Upload

- You can enter another MPAP assignment by clicking the ⊕ on the left or you can click Submit

Submit   Save for Later   Cancel