



## View Your Period Activity Pay Information

The following describes two ways of viewing your own period activity pay assignments in Workday.

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

### Instructions

#### Option 1:

- 1) From your Workday search bar, search **Period Activity Payment Details**

Period Activity Payment Details Report

[VIEW MORE](#)

- 2) Your name should automatically populate in the Employee section. If not, please type it in. Select the time period you would like to look at **or** search by date range.

#### Period Activity Payment Details

##### Employee Selection

View As Of \* 09/01/2024

Employee \*

##### Time Period or Date Range for this Report

##### Time Period

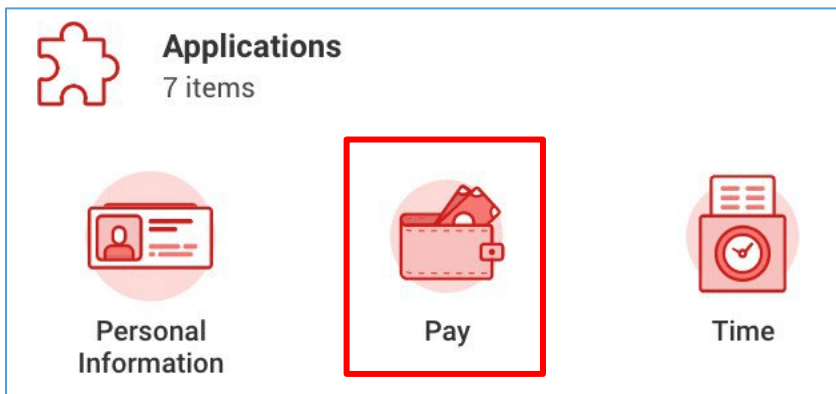
Period  Search  
By Academic Year >  
All Academic Periods >

##### Date Range

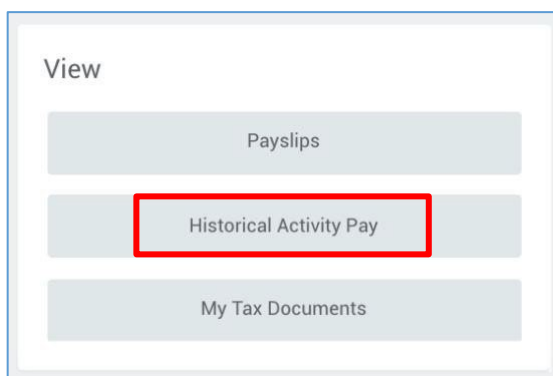
From MM/DD/YYYY  
To MM/DD/YYYY

**Option 2:**

1) From your Workday home page click on the **Pay** worklet.



2) In the **View** column on the right, click on the **Historical Activity Pay** button.



3) You will see all historical and current period activity pay assignments listed for each of your positions.

To view the details of the period activity pay assignment, click on the **View Assignment Details** button.



The **View Assignment Details** page will provide you with the following information.

- Activity (the type of the period activity pay assignment)
- Task (details of the assignment if available)
- Activity Start and End Date
- Weekly Work Hours and Service Hours
- Quantity
- Unit Rate (the rate of pay for the assignment)
- Scheduled Amount of Pay (total amount to be paid for the assignment)
- Paid to Date (how much of the scheduled amount has been paid so far)
- Payments (the payment schedule for the assignment)

If you click on the blue number in the payments column a payment schedule will pop up.

**NOTE:** The Scheduled Date is equal to the last day of the pay period, not the actual payment date. View the [payroll schedule](#) to determine the pay date for that pay period.



Scheduled Date	Payment Amount	Work Hours	Service Hours	Paid Date
08/28/2020	\$525.00	4.6	12.43	09/04/2020
09/11/2020	\$525.00	4.6	12.43	09/18/2020
09/25/2020	\$525.00	4.6	12.43	
10/09/2020	\$525.00	4.6	12.43	
10/23/2020	\$525.00	4.6	12.43	
11/06/2020	\$525.00	4.6	12.43	
11/20/2020	\$525.00	4.6	12.43	
12/04/2020	\$525.00	4.6	12.43	
12/18/2020	\$525.00	4.63	12.41	

- Costing Override (if the assignment is paid from somewhere other than your home department cost center)