

Compensation: Period Activity Pay

Manager

ABOUT THE PERIOD ACTIVITY PAY

Period Activity Pay in Workday will be initiated by the department Manager or Chair. The Period Activity Pay function will be used to pay the following group of employees:

- Adjuncts
- Summer Pay
- Grad Assistants
- Overload Pay

PROCESS PERIOD ACTIVITY PAY FOR AN EMPLOYEE:

Search for an employee in the search bar

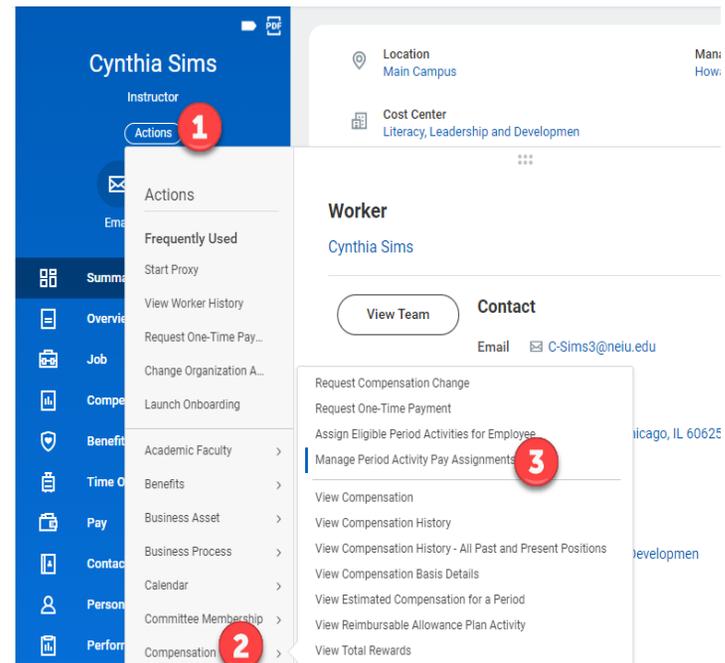
1. Do an action off the employee
2. Scroll down to compensation
3. Select Manage Period Activity Pay Assignments

SELECTING ACADEMIC PERIOD AND MATRIX:

Enter the effective date

1. Select Academic Period
2. Matrix should default in

Ignore quick entries. Click on OK



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Manage Period Activity Pay Assignments

Employee Selection

Effective Date * 07/18/2022

Employee * Cynthia Sims

Assignment Details

Academic Period * 2022 Summer 1 (05/23/2022-08/01/2022) **1**

Period Activity Rate Matrix * Adjunct - Non-PHD or JD **2**

Quick Entry Choices

All Activities

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

OK Cancel

1. Enter a reason, New Period Activity
2. Select an activity (All Activities) or search by category and select
3. Enter the period start date
4. Enter the period end date
Use as payment dates populate automatically, uncheck if wanting to use different dates
5. Enter the number of Workload hours for the period
6. Override the default rate if needed
7. Assign a different costing override other than the main org assignments
8. Update start and end dates if not using payment dates
9. Required: Add Attachments (Example: Form D)
10. Enter category (Choose from the List)
11. Submit the task

Manage Period Activity Pay Assignments Cynthia Sims

Position Instructor - Cynthia Sims Total Amount 3,120.00 USD

Academic Period * 2022 Summer 1 (05/23/2022-08/01/2022)

Rate Matrix Adjunct - Non-PHD or JD

Reason * Period Activity - New Period Activity - New Period Activity **1**

Activity	Activity Dates	Reportable Hours	Units	Compensation	Payments	
Search FE - Field Experience 2	Start Date * 07/04/2022 3 End Date * 08/01/2022 4 <input checked="" type="checkbox"/> Use as Payment Date Range	<input type="radio"/> Work Hours Per Week <input type="radio"/> Work Hours Per Activity Period <input checked="" type="radio"/> None of the above	Unit Type Workload Hours(DHCL) Quantity * 2.6 5 Default Quantity 0 Weekly Service Hours Suggested Weekly Service Hours 0.00 Total Service Hours for Activity Period 0.00	Assigned Unit Rate * 120.00 6 Default Unit Rate 1,200.00	Total Amount * 3,120.00 Currency USD Costing Overrides 7	Start Date 07/04/2022 8 End Date 08/01/2022 <input type="checkbox"/> Do Not Pay Number of Payments 3 Remaining Balance 3,120.00 Paid to Date

enter your comment

Submit **9** Save for Later Cancel

ASSIGN PERIOD ACTIVITY PAY

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Manager

Attachments

NEIULogo.pdf

✓ Successfully Uploaded!

Description

Category * x Period Activity Pay ⋮

Upload

Submit Save for Later Cancel

Once the task is submitted, it will be reviewed and approved by the approver. In the up next the approver should appear unless there are multiple. You can always click on process, to see who is up next.

You have submitted [Period Activity Pay: Cynthia Sims - Instructor](#) ⋮

Up Next

Andrea Evans
 Approval by Dean
 Due Date 07/20/2022

Do Another

[Manage Period Activit](#)

Details and Process

For [Instructor - Cynthia Sims](#)

Overall Process [Period Activity Pay: Cynthia Sims - Instructor](#)

Overall Status [In Progress](#)

Due Date [07/20/2022](#)

[Details](#) [Process](#)

Note: If someone is 100% period activity pay then the compensation should reflect as 0 under the compensation tab

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Effective Dates for the academic year 2023-24:

Contract Dates

Pay Dates

Deferred Pay (20/26 Pays)

Effective Date	Start	8/6/2023	9/1/2023	Pay #1
	End	8/5/2024	8/16/2024	Pay #26

9-MO Contract - Full Academic Year 2023-2024 (20/20 Pays)

Effective Date	Start	8/6/2023	9/1/2023	Pay # 1
	End	5/11/2024	5/24/2024	Pay # 20

4.5-MO Contract - FALL 2023 (10/10 pays)

Effective Date	Start	8/6/2023	9/1/2023	Pay #1
	End	12/23/2023	1/5/2024	Pay #10

4.5-MO Contract SPRING 2024 (10/10 pays)

Effective Date	Start	12/24/2023	1/19/2024	Pay #1
	End	5/11/2024	5/24/2024	Pay #10