Quick Reference Guide: Period Activity Pay for Students

Keep in mind

- **Period Activity Pay** is used to pay a lump-sum over a period of time. It is administered outside of the formal Compensation Package.
- The lump sum payment will be **equally distributed** over the pay cycles included in the payment timeframe.
- **Period Activity Pay** should not be initiated before the position’s biweekly pay group is assigned.
- **Period Activity Pay** cannot be used for non-exempt students.
- Period Activity Pay is a stand-alone process and is also part of the **Hire, Change Job** and **Add Job** processes. When used in **Hire, Change Job** and **Add Additional Job**, the Propose Compensation sub-process should be skipped.
- For ACA hours purposes, the scheduled weekly hours on the position attached to the Period Activity Pay will determine the biweekly hours worked for the pay period. For any pay period where there is a PAP payment, the scheduled weekly hours will be pulled into the payroll results as hours worked.
- To ensure scheduled weekly hours are reflective of effort, the **Add Additional Job process** or Change Job process should be performed before submitting a new PAP assignment if the new activity is different from the existing activity/job.
- Run Workday report **RPT Period Activity Pay Audit** to obtain information about Period Activity Payments in your organizations.

Information Needed

- Employee Name
- Activity category
- Time period over which the activity is occurring
- Grant start and end dates/start and end dates of employee effort on grant
- Biweekly pay period start and end dates overlapping effort start and end dates
- Payment Amount

Add Period Activity Pay Steps:

1. From the Home Page, enter the employee’s name in the Search Box

2. Click the **Related Actions** button next to the name of the desired employee. Select **Compensation > Manage Period Activity Pay Assignments**
3. Enter the **Effective Date**. The effective date must be today’s date or in the future.

4. The Employee name should be prefilled from previous screen, else use the **Prompt Icon** to select an Employee.

5. Select an **Academic Period** by using the **Prompt Icon**.

6. The **Period Activity Rate Matrix** will default to **UChicago**. This should not be changed.

7. The **Quick Entry Choices** are optional and, if entered, will populate on the next screen.

8. Click **OK**.
9. Select a **Reason** by using the **Prompt icon**. If adding period activity pay either for the first time, or as an additional assignment, select **Add Activity Pay** and select the appropriate reason. If correcting a previously entered period activity pay, select **Correction** and select the appropriate reason. If ending a previously entered period activity pay prior to the original end date of the payment, select **End Activity Pay** and select the appropriate reason.

10. Enter the grant start and end date (or the student’s expected effort period on the grant) as the **Activity Start** and **Activity End** dates. **Activity Dates** will prepopulate in to the **Payment Dates** fields. Uncheck the **Use as Paydates** check box to use different pay dates.
11. Leave the Quantity as 1 and enter the full amount to be paid to the student over the course of the grant/effort time period as the Assigned Unit Rate. (i.e., for a grant/effort period from 10/1 - 6/30, 9 months * $2,931 = $26,379)

12. Verify the Total Amount is correct in the Compensation column.

13. Workday will require the Payment Start Date to be on or after the Activity Start Date. Ensure the Payment Start Date is within the current or a future pay period. The Payment End Date should reflect the end of the biweekly pay period aligning with the Activity End Date. (click here to view the Payroll Pay Period Schedule). It is important that Payment End Date aligns with the end date of the pay period to ensure costing overrides are recognized in payroll. DO NOT use a payment start date that is in the prior pay period.
14. You can add multiple period activity pay assignments by clicking on the plus sign + at the top left corner of the period activity pay grid. Situations where you would have multiple PAP rows for the student would include if the student began working and was entitled to a payment from a prior pay period(s), or if the FAS account funding the position changes in the middle of the time period.

To demonstrate the first scenario, consider a situation where the HRP learned about work performed in prior months during pay period 9/1/2016 – 9/10/2016. The missed PAP installments should be set up on one PAP row with payment dates reflecting the current pay period (so the past due amount pays out ASAP); and the remaining PAP amount should be set up as a second PAP row, with a payment start date also in the current pay period.
Another scenario would be where the student was intended to start receiving payments a pay period prior to the pay period indicated on the original, future dated PAP. To accommodate this “catch up” situation, the HR Partner should divide the total amount of the PAP by the intended number of pay periods. Then the HRP should navigate to Manage Period Activity Pay, enter the effective date of today, and the current academic period. On the next screen, the HRP will see the original PAP with the initial Total Amount. The action will be to add a new row by clicking the + sign. The new PAP would reflect a total amount equal to the “missed installment,” and the existing PAP total amount should be reduced by the same amount as the missed installment.

Original PAP, where Total Amount was $3600
Using the same amount as the second PAP row above (activity dates 9/1 & 6/30), if the HRP then learned the account was going to change on October 1, the HRP should go back to Manage Period Activity Pay, and update the PAP currently at $29,310, to instead reflect one PAP row for $2931 with a payment end date of 10/8/2016, and a second PAP row for $26,379, with a payment start date of 10/9/2016 and payment end date of 7/1/2017. See screenshot below:
Quick Reference Guide: *Period Activity Pay for Students*

15. Click on the icon in the **Costing Overrides** column. Use the **Prompt Icon** to select a **Costing Override** option. Enter the appropriate *FAS Account and FAS Subaccount* and add distributions as appropriate. If the payment will be distributed between multiple accounts, click on the + icon to enter another row.

16. Enter either a **Percent** or an **Amount**. **Note:** An error will appear if all rows do not total to 100%, check the upper right hand corner for **Amount Remaining** which should be 0.00 when complete.

17. Click **Done**.
Quick Reference Guide: *Period Activity Pay for Students*

18. Click **Submit** to complete this task.

19. If the student job profile is Research A, B, C, or D, the task will route to the **Budget Partner** for review. All student PAPs will also route to the **Student Employment Administrator**. Students with a Lecturer job profile will route last to the Academic HR Administrator.

20. Click **Done**.

21. Once the PAP has been approved, you can view the PAP by navigating to the Compensation tab of the Worker’s profile and clicking on Current Activity Pay. At this point, you will also see a button to View with Payment Details, which shows a display such as this:
22. To view Period Activity Assignments for an employee, navigate to the worker’s name and click on the related action icon next to their name. Hover over the Compensation available action and click on either View Period Activity Pay Assignments to view what has been entered for an employee, or View Period Activity Payment Details, to view what is scheduled to be paid and what has been paid in the past.
23. If a Period Activity Pay must be closed or ended (i.e., if the student stops working on the position), navigate to Manage Period Activity Pay, and enter the effective date (today), and academic year. On the following screen, select a reason of End Activity Pay (assignment end or termination, depending on the circumstances). Revise the Total Amount to mirror the Amount Paid. Then revise the Payment End Date to a date in the past that is after the payment start date and the last payment made to the employee. Revise the Activity End Date to the last day of effort.
Quick Reference Guide: Period Activity Pay for Students

Note: If deleting a previously entered Period Activity Pay that has not yet paid out any of the total use the End Period Activity Pay reason, and select the minus icon next to the row that needs to be deleted. If the only Period Activity Pay entry assigned to the worker needs to be deleted, contact the Workday Knowledge Center so that they may rescind the payment.

If there is a need to adjust the amount owed to the employee while the Period Activity Pay assignment is ongoing, use a Correction reason. Adjust the assigned unit rate so that the total amount is reflective of the new amount due to the employee over the payment dates. Workday will automatically prorate the amounts so that the new total is paid out to the employee over the indicated payment dates.