

Quick Reference Guide: *Period Activity Pay Assignment***Keep in mind**

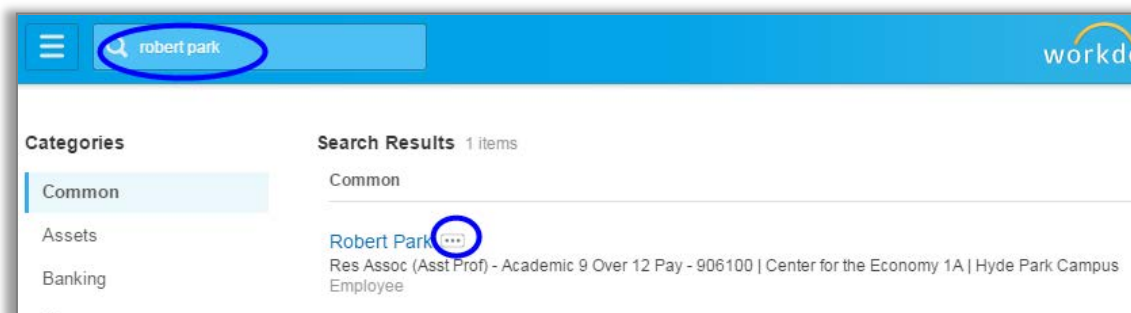
- **Period Activity pay** is used to pay a lump-sum over a period of time. It is administered outside of the formal Compensation Package. Examples include 4th quarter payments and temporary academic positions (lecturers).
- Period Activity Pay is a stand-alone process and is also part of the **Hire** and **Add Job** processes. When used in **Hire** and **Add Additional Job**, the Propose Compensation sub-process should be submitted with no values in the salary plan unless the Period Activity Pay is in addition to a regular monthly salary.
- In order to compensate an employee who does not already have a job in a supervisory organization you support, the **Add Additional Job** business process will need to be completed first.
- The student employment policy and FLSA primary duty considerations need to be adhered to when assigning period activity pay.
- The lump sum payment will be **equally distributed** over the pay cycles included in the payment timeframe.

Information Needed

- Employee Name
- Activity category
- Time period over which the activity is occurring
- Dates of payment for work
- 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.






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Select **Compensation** > **Manage Period Activity Pay Assignments**

The screenshot shows the Workday interface for a worker named Robert Park. On the left is a navigation menu with the following items: Academic, Benefits, Business Process, Calendar, Committee Membership, Compensation (circled in blue), Job Change, Manage Work, Organization, Payment, Payroll, Payroll Interface, Personal Data, Provisioning Groups, Safety Incident, Talent, Time and Leave, Workday Account, and Worker History. The main content area is titled 'Worker Robert Park' and includes a 'View Team' button, 'Contact' information (Email: rhydepark@uchicago.edu), and 'Work Address' (Hyde Park Campus). A dropdown menu is open from the 'Compensation' menu item, listing several options: Request Compensation Change, Request One-Time Payment, Request Grade Change, Add Stock Grant, Maintain Employee Stock Vesting, Create Eligible Earnings Override, Assign Eligible Period Activities for Employee, Manage Period Activity Pay Assignments (circled in blue), View Compensation, View Compensation History, View Compensation History - All Past and Present Positions, View Compensation Basis Details, and View Estimated Compensation for a Period.

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3. Enter the **Effective Date**.
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 .

Manage Period Activity Pay Assignments

Please note: The Affordable Care Act requires accurate documentation of an employee's hours.

- To pay an employee for an additional job, you will need to perform the [Add Additional Job](#) process before submitting a new period activity pay assignment.

****The Effective Date entered must be today's date or greater. To enter retroactive Period Activity Pay, the **Academic Period**, **Activity Dates**, and **Payment Dates** will be in the past.

Employee Selection

Effective Date * 11/11/2014 


Employee * Robert Park 

Assignment Details

Academic Period * 2014-2015 Academic Year 

Period Activity Rate Matrix * UChicago 

Quick Entry Choices

All Activities 
 ✕ Research - Research

Start Date 11/01/2014 

End Date 12/15/2014 

OK

Cancel

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- 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. End the period activity pay and adjust the total amount accordingly.

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.

10. Enter the **Quantity** and the **Assigned Unit Rate**.11. Verify the Total Amount is correct in both the **Compensation** column and in the upper right hand corner.

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12. When adding period activity pay, adjust the **Payments** dates if needed.



The **Activity Dates** denote the dates the work was actually done. The **Payment Dates** reflect when the payments should be effective. **Activity Dates** will prepopulate in to the **Payment Dates** fields. Uncheck the *Use as Paydates* check box to use different pay dates.

Note: The Activity and Activity Dates will be prefilled if selected on the previous screen.

Manage Period Activity Pay Assignments Robert Park

Position Res Assoc (Asst Prof) - Academic 9 Over 12 Pay - 906100 - Robert Park Total Amount 7,000.00 USD

Academic Period * 2014-2015 Academic Year

Please note: The Affordable Care Act requires accurate documentation of an employee's hours.

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Rate Matrix UChicago

Reason * Period Activity > Add Activity Pa...

*Activity	*Activity Dates	*Units	*Compensation	Payments	Costing Overrides
Activity * Research - Research Task search Comment	Start Date * 11/01/2014 End Date * 12/15/2014 Use as Payment Dates <input type="checkbox"/>	Unit Type Term Quantity * 1 Default Quantity 0 Assigned Unit Rate * 7,000.00 Default Unit Rate 0.00	Total Amount * 7,000.00 Currency USD	Start Date 11/11/2014 End Date 12/15/2014 Do Not Pay <input type="checkbox"/> Number of Payments 2 Remaining Balance 0.00 Paid to Date 0 Currency	0

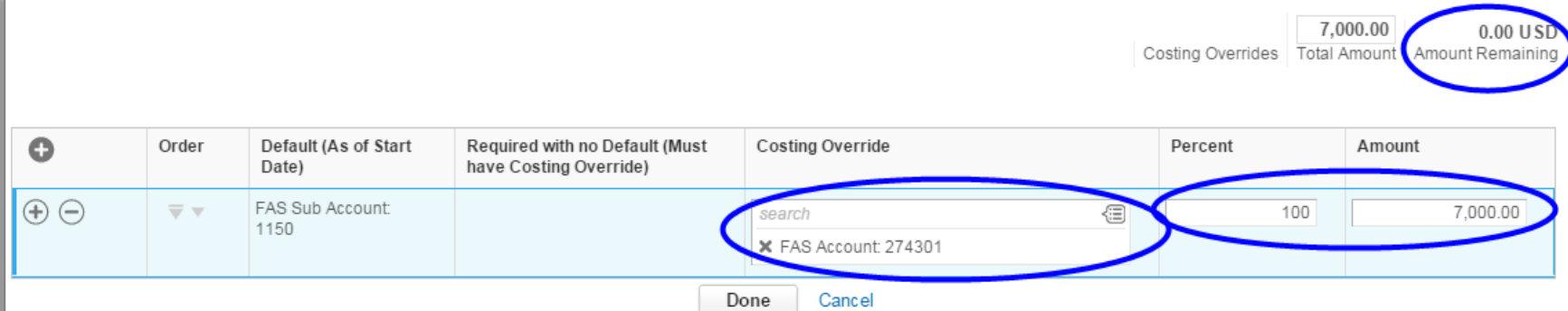
enter your comment Submit Save for Later Cancel View Comments (0) Process History Related Links


13. If FAS Account and FAS Subaccounts other than those specified on the position will be used, click on the icon in the **Costing Overrides** column. Use the **Prompt Icon** to select a **Costing Override** option. Select the appropriate *FAS Account* or *FAS Subaccount* and add distributions as appropriate.

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14. 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.


15. Click .



	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Override	Percent	Amount
		FAS Sub Account: 1150		search ✘ FAS Account: 274301	100	7,000.00

Costing Overrides Total Amount: 7,000.00 Amount Remaining: 0.00 USD


Done Cancel

16. 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.

17. Click  to complete this task.

18. You will see that this task is routed to the **Budget Partner** for review.

Up Next

 Brant Gilbert 1A

[Review Period Activity Pay Assignment](#)

Due Date 11/13/2014

19. Click .



The employee's payment information will not reflect this update until the business process is complete.

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20. 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.


The screenshot displays the Workday interface for Lowell Fitzgerald, a Lecturer in the Division of Economic Sciences. The 'Available Actions' menu is open, showing various options. The 'Compensation' category is highlighted, and the 'View Period Activity Pay Assignments' option is circled in blue. Other options include 'View Compensation', 'View Compensation History', and 'View Compensation Basis Details'. The 'View Period Activity Payment Details' option is also visible below the circled option.

Categories

- Common
- Organizations
- People
- Processes
- Procurement
- Security
- Staffing
- All of Workday

Search Results 1 items



Common

Lowell Fitzgerald 
Lecturer | Division of Economic Sciences
Employee

Tip: try selecting another category

Available Actions

- Academic
- Compensation
- Job Change
- Organization
- Payroll
- Personal Data
- Talent
- Time and Leave
- Worker History
- Favorite
- Integration IDs
- Security Profile
- Additional Data

Worker Lowell Fitzgerald  

View Team **Contact**

- Request Compensation Change
- Request One-Time Payment
- Request Grade Change
- Manage Period Activity Pay Assignments
- 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