Manage period activity pay

This job aid helps users pay employees for fixed-term activities and payment arrangements via Period Activity Pay in Workday. You can complete the ad-hoc process via the **Manage Period Activity Pay Assignments** business process. Access the related task through **My Tasks** if connected to an existing process.

- The worker must be hired into Workday to receive Period Activity Pay.

Please note the following about terminating workers with active Period Activity Pay:

- If the worker is terminated before completing the period activity or mid-period during a payment, ending the Period Activity Pay will result in a zero payment. You must enter a manual calculation of the prorated pay using the Manage Period Activity Pay task to edit the payment amount prior to the termination.
- If deleting a previously entered Period Activity Pay that has not yet paid out any of the total, and you do not need to track it for reporting purposes, use the **End Period Activity Pay** reason and select the **Remove** icon next to the row that needs to be deleted.
- You can select the **Do Not Pay** checkbox if you cancel a transaction that has not paid a payment and still want to track it.

See the table in the Appendix for various activities, use cases and impacted populations for which you can assign period activity pay.

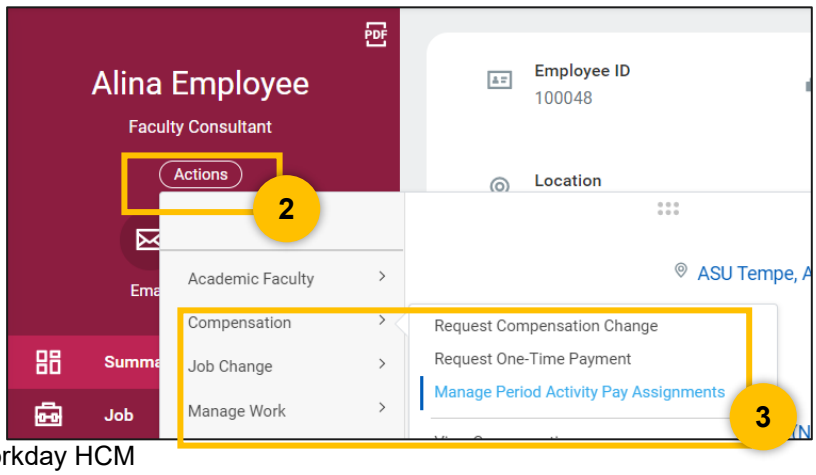
Initiators: Academic HR Analyst, Academic HR Partner, HR Analyst, HR Partner

Approvers: Grant Manager, Cost Center Manager, Project Manager, Dean/VP, Provost/EVP, Graduate College, Signature Authority

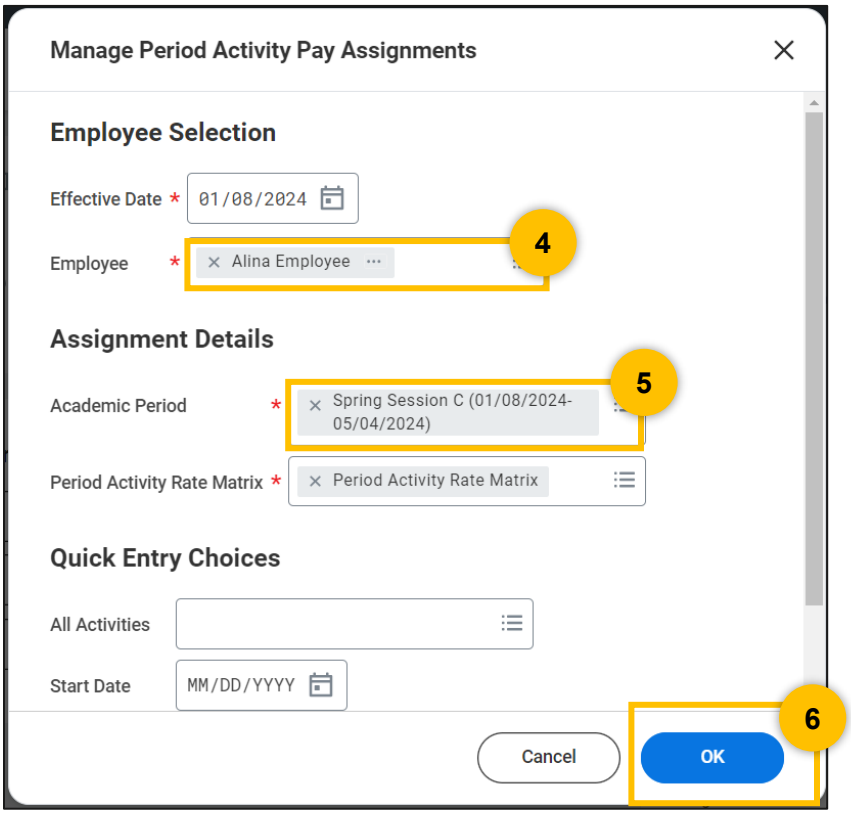
Start

Complete these steps to manage a Period Activity Pay:

1. Search for and select the **Employee's Name** in the search bar.
2. Select **Actions**.
3. Hover over **Compensation** and select **Manage Period Activity Pay Assignments**.

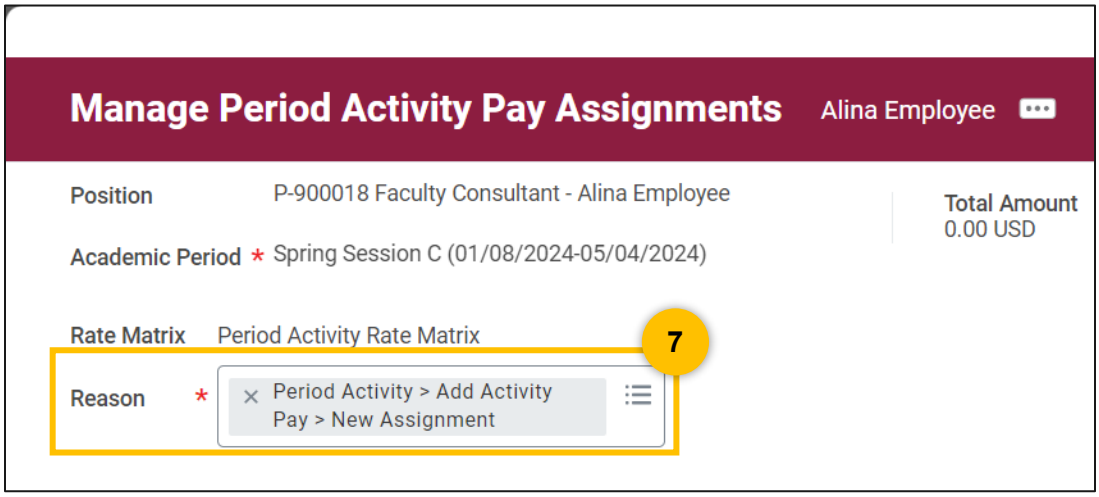


4. Enter the **Effective Date**.
5. Select the **Academic Period** that includes the date on which the period activity pay assignment will begin.
6. Select **OK**.



7. Select the **Reason.**

   Note: When ending period activity pay, select the reason that matches the action being taken — finish or forfeit payments.



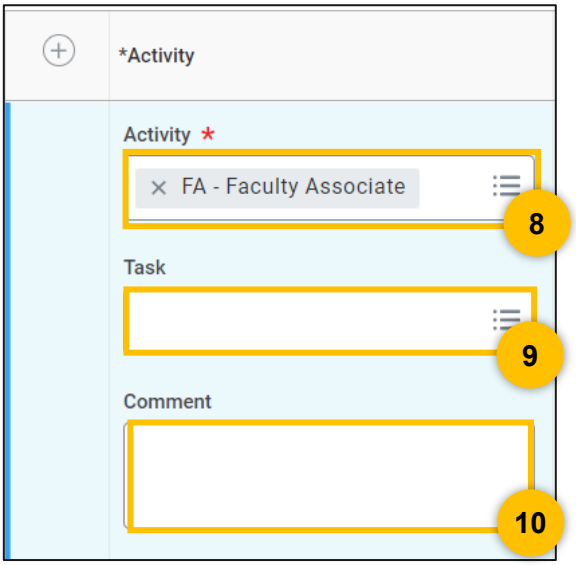
Continue to step 8 to add or update the Period Activity Pay.

Continue to step 34 to end the Period Activity Pay.

Add or update Period Activity Pay

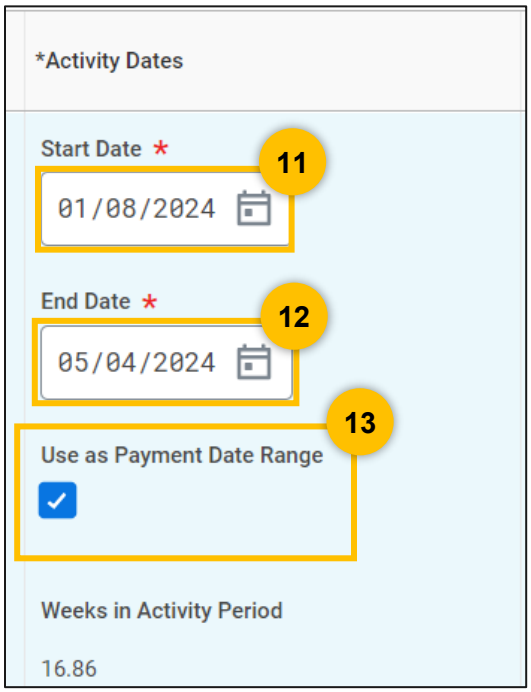
In the Activity column of the table:

8. Select the **Activity**.
9. Select the **Task** if applicable.
10. Enter a **Comment** describing the activity.



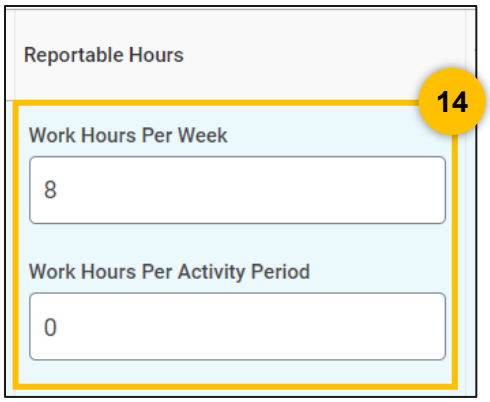
In the Activity Dates column:

11. Enter the **Start Date.**
12. Enter the **End Date**.
13. Confirm **Use as Payment Date Range** is selected.



In the Reportable Hours column:

14. Enter the activity hours.



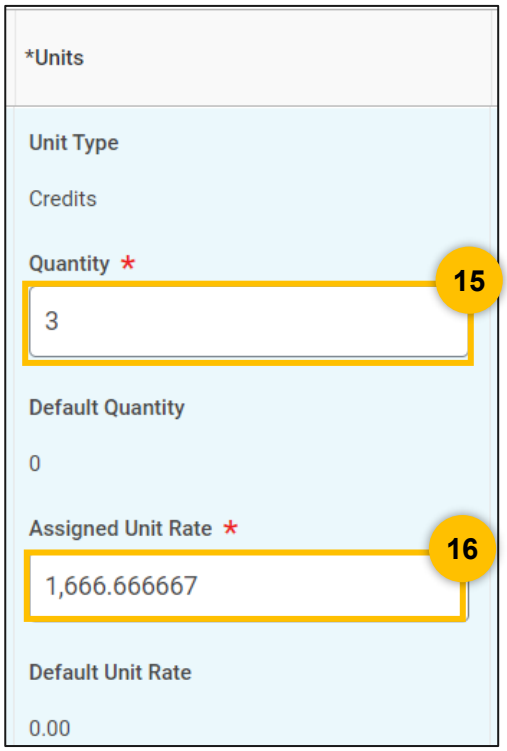
In the Units column:

15. Update the **Quantity** if applicable.

    Note: Each Period Activity Pay type results in different unit types. Example: Period Activity Pays can be paid based on hours, stipend or per credit.

16. Enter the **Assigned Unit Rate**.

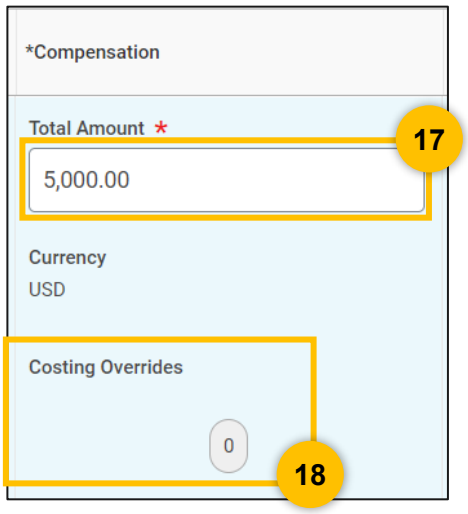
Note: Enter or update the **Quantity** or **Assigned Unit Rate** to see the **Total Amount**. The last value entered updates the other field and the **Total Amount**. Double-check all numbers for accuracy.



In the Compensation column:

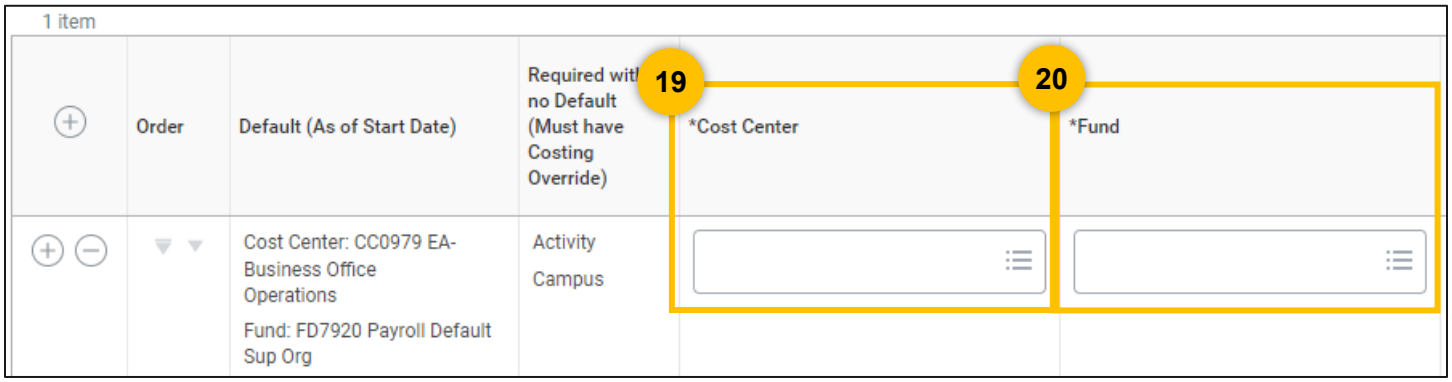
17. Confirm the **Total Amount**.
18. Optional: If you must revise the costing allocations on the period activity pay assignment, click the **0** under **Costing Overrides**.

    Note: By default, costing allocations are derived from the worker's position. If you do not need to override them, skip to step 24. If you select Costing Overrides in error, select Cancel to return to the Manage Period Activity Pay Assignments page.



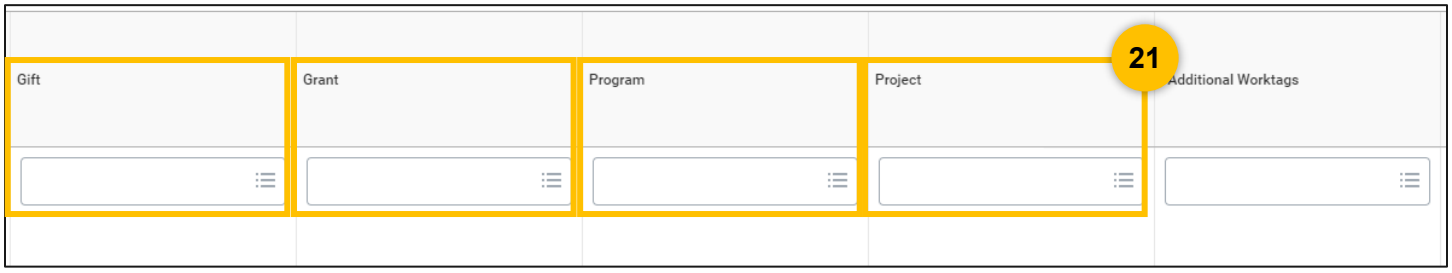
If overriding the cost, a pop-up window displays. Complete the following steps:

19. Select the **Cost Center**.
20. Select the **Fund.**



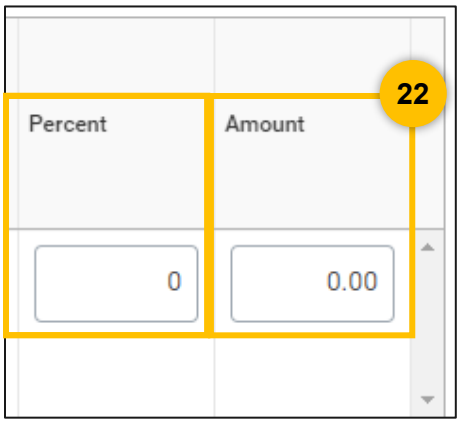
21. Select the appropriate driver worktag — i.e., **Gift**, **Grant**, **Program**, **Project**.

    Note: The **Additional Worktags** populate based on your selection. The **Default (As of Start Date)** costing information is overridden.



22. Enter **Percent** or **Amount**.

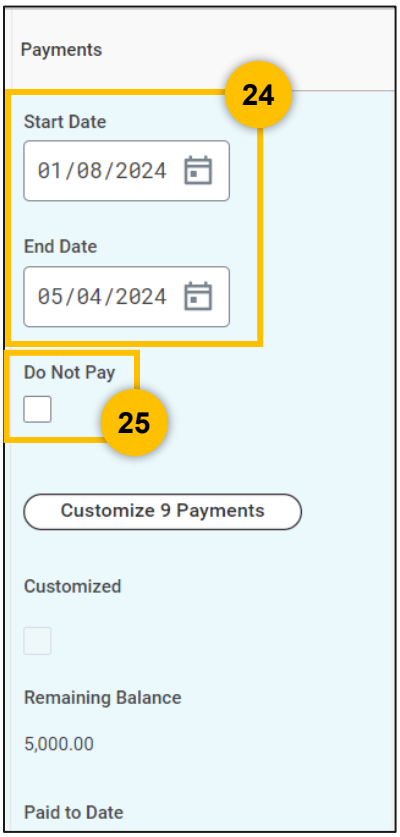
    Note: You must account for the Total Amount so the Amount Remaining is 0.00 USD. Add additional rows if needed.



23. Select **Done**. The **Costing Overrides** then updates.

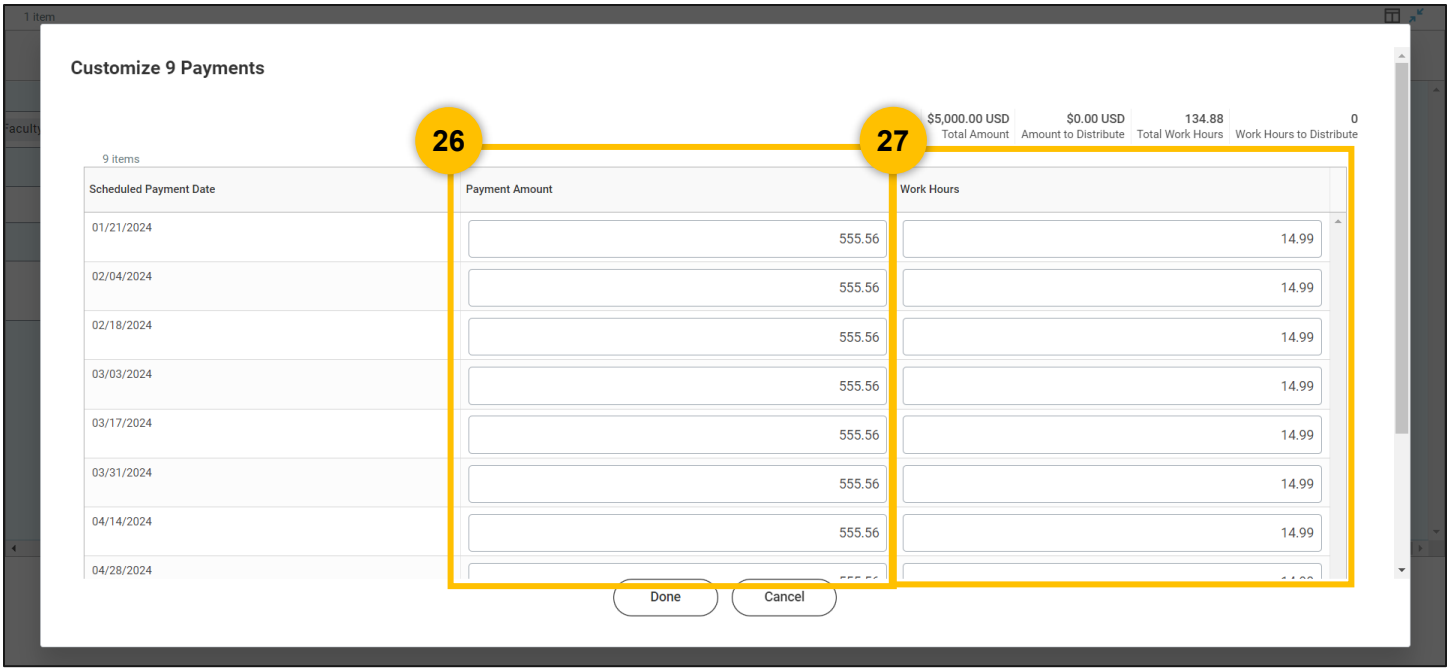
In the Payments column:

24. If applicable, enter the **Start** and **End Dates** for payments if different from the **Activity Dates**.
25. If applicable, select **Do Not Pay**.



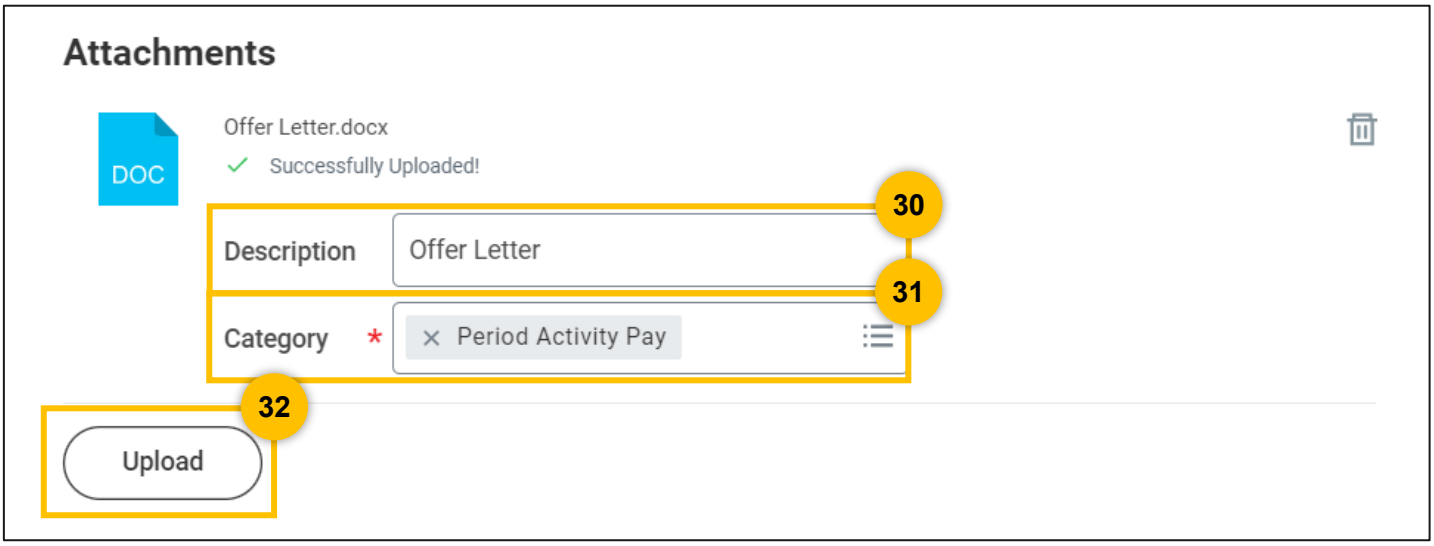
If customizing the payments, a pop-up window displays. Complete these steps:

26. Update the **Payment Amount**.
27. Update the **Work Hours**.



In the Attachments section:

28. Enter a **comment** if needed.
29. Click **Select files** to attach supporting documentation.
30. Enter the **Description.**
31. Select the **Category.**
32. Select **Upload.**

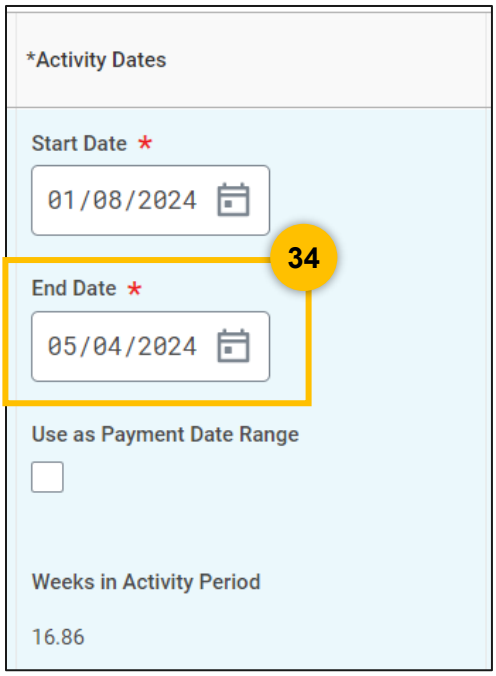


33. Select **Submit.**

End Period Activity Pay

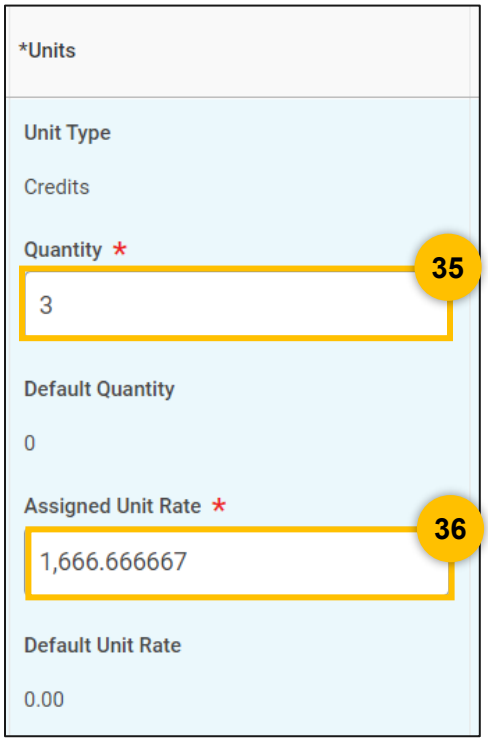
In the Activity Dates column of the table:

34. Update the **End Date**.



In the Units column:

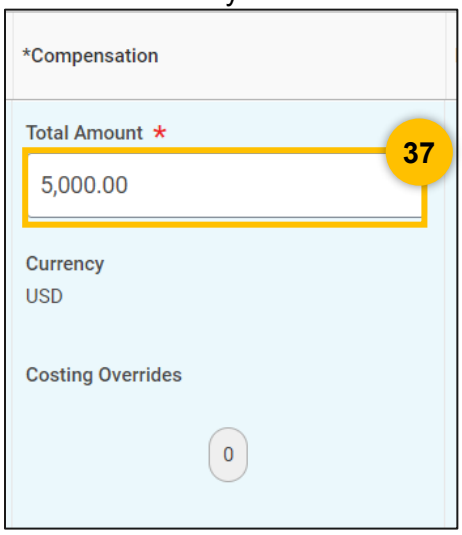
35. Update the **Quantity**.
36. Update the **Assigned Unit Rate**.



In the Compensation column:

37. Update the **Total Amount**.

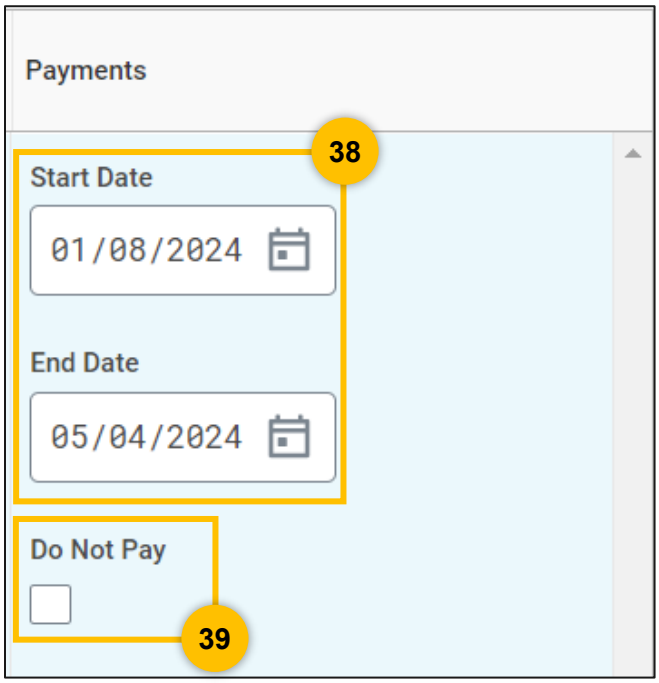
    Note: When updating, consider whether the ending Period Activity Pay will be a Finish Payment or Forfeit Payment. Refer to the remaining balance amount for accuracy.



In the Payments column:

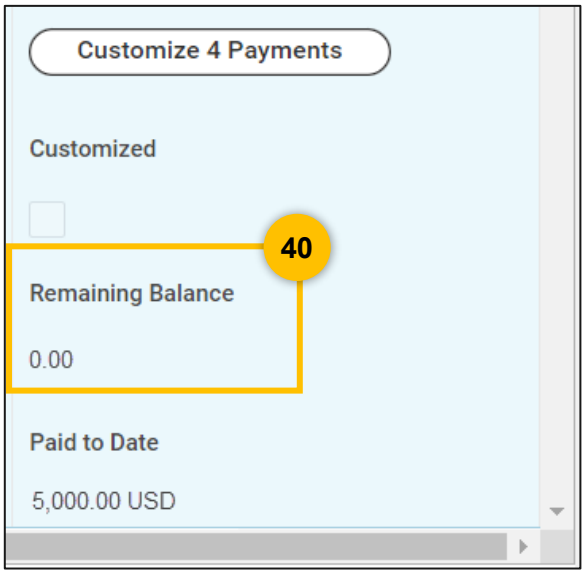
38. If applicable, update the **Start** and **End Dates** for payments if different from the Activity Dates.
39. Check the **Do Not Pay** Box if applicable.

    Note: This field is unavailable if payments have already been made.



40. Confirm the **Remaining Balance** amount is correct.

    Note: Ensure the remaining balance accurately reflects any adjustments made for Finish Payment or Forfeit Payment.



41. Enter a comment if needed.
42. Select **Submit**.

Next steps

No additional steps are required. The Period Activity Pay is submitted for approval. Select **Details and Process** to view completed steps. Select **Remaining Process** to view the steps needed to complete the business process.

Appendix

This table outlines the activities, use cases and populations for which you can assign Period Activity Pay.

Activity	Use case	Populations
Administrative Supplement	For duties outside regular job responsibilities, often leadership or project-based.	• Academic Exempt. • Staff Exempt.
AmeriCorps Student	Fixed payment for Americorps students only.	• Student.
Faculty Session	Pay for faculty with temporary or part-time teaching assignments.	• Faculty.
Intra University Consulting	Compensation for faculty or staff providing expertise within the university that is beyond their primary job. An external form is required.	• Academic Exempt. • Graduate. • Staff Exempt.
Instructional Supplement	Additional income for teaching or academic-related activities beyond standard duties.	• Academic Exempt. • Graduate. • Staff Exempt.
Supplemental Pay	Additional income is provided for another department or different duties, including tasks requiring employee-specific expertise or teaching academic or special interest courses.	• Academic Exempt. • Graduate. • Staff Exempt.
Supplemental Pay — Gross Up	Additional income is provided for other departments or duties. Includes tasks requiring employee-specific expertise or teaching academic or special interest courses but increases the amount of payroll tax obligations.	• Academic Exempt. • Graduate. • Staff Exempt.
Summer – Faculty	Fixed pay for faculty working on projects or teaching during summer sessions.	• Faculty.
Summer – Grad	Fixed pay for graduates working on projects or teaching during summer sessions.	• Graduate.
Summer Stipend	Fixed pay for academic personnel working on projects or teaching during summer sessions.	• Academic. • Graduate. • Staff.
Stipend	A fixed regular payment for services, contributions, or to cover living expenses during internships or training.	• Academic Exempt. • Graduate. • Staff Exempt.
Student — Stipend	Fixed regular student pay for services or contributions, typically not hourly.	• Graduate. • Student.