

Manage Period Activity Pay Assignments

About the Manage Period Activity Pay Assignments

Adjuncts and Professional Services Contacts (PSCs) are paid by Manage Period Activity Pay Assignments.

Associate an employee with 1 or more period activities, date ranges, and pay amounts. This ensures that the employee is paid for the activities they perform during a fixed period. Example: Assign an adjunct faculty employee to teach History 101, 201, and 215 for the Fall 2013 semester.

The Period Activity Pay business process enables you to assign new or adjust existing activity assignments during an academic period. When the Period Activity business process completes, it generates a scheduled payments list that Workday Payroll processes.

You can delete activity assignments without pay results.0

Manage Period Activity Pay Assignments

1. Type Manage Period Activity Pay Assignment in the search bar
2. Select the Manage Period Activity Pay Assignment – Task
3. Select an Effective Date
4. Select an Employee
5. Select an Academic Period
 - a. For adjuncts select the appropriate academic period
 - b. For PSCs select the appropriate fiscal year



Activity Pay is assigned to an employee's position. If there are multiple jobs, you must select the employee's position (PSC or Adjunct). The business process must be complete before you perform this task.

6. Select the Period Activity Rate Matrix.
7. Skip the Select Quick Entry Choices
8. Select the Reason
9. Configure the activity payment amount:
 - a. Select the Eligible Activity
 - b. Enter Assignment Details in the Comment field
 - c. Select the Activity Dates – The activity start and end dates usually fall within the selected academic period. If you enter dates that fall outside the selected academic period, Workday displays an alert.
 - d. Quantity – Enter the number of units/hours
 - e. Assign Unit Rate – Enter the Credit Hour Rate (Adjuncts) or the Hourly Rate for PSCs.



Total Amount is calculated using the Quantity and Assigned Unit Rate.

10. Select the Payment Date Parameters
 - a. Payment Start Date – Can't be earlier than the activity Start Date
 - b. Payment End Date – Can be after the selected period
11. Submit