

Manage Period Activity Pay

The Period Activity Pay task assigns a total compensation amount and distributes it equally based on entered start and end dates. Period Activity Pay can be used as a subprocess as part of a staffing event, such as Hire, or on an ad hoc basis. **Period Activity Pay should not be used for staff positions.**

This QRC instructs includes instructions on:

1. [Adding Period Activity Pay part of the Hire process.](#)
2. [Editing Period Activity Pay using the Manage Activity Pay Task.](#)
3. [Ending Period Activity Pay using the Manage Activity Pay Task.](#)

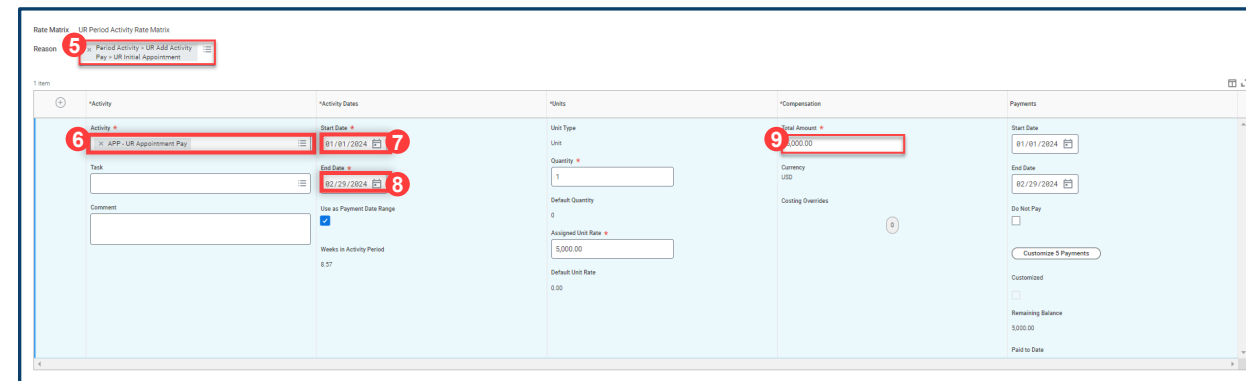
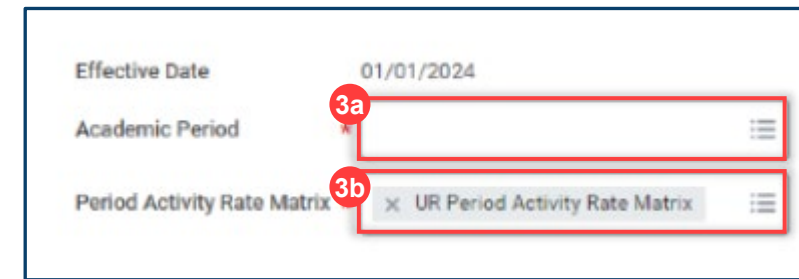
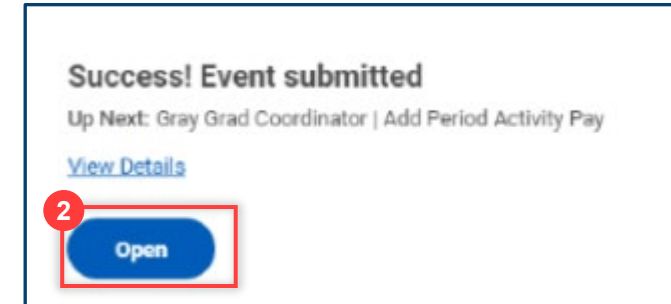
Add Period Activity Pay - Hire

This QRC instructs users on how to **Add Period Activity Pay** for a worker during the hiring process. The period activity pay task assigns a total compensation amount and distributes it equally based on entered start and end dates.

Initiating Add Period Activity Pay During a Hiring Event

1. The **Add Period Activity Pay** task is an optional subtask that may be triggered during the Hire process.
 2. After the Hire process is successfully completed, select the **Open** button on the Event Submitted pop-up window to continue to the Add Period Activity Pay task.
 3. When this task is triggered as a subprocess, the task will also appear in your **My Tasks** list. This allows you to access the task at later time.
 4. From the Add Period Activity Pay task in your my tasks list:
 - a. Select the appropriate fiscal year in the **Academic Period** field.
 - b. The **UR Period Activity Rate Matrix** will be automatically filled for you.
 - c. Select **OK**.
 5. On the Add Period Activity Pay page, select the **Reason** for adding the Period Activity Pay.
 6. Select the appropriate **Activity**.
 7. Select the **Activity Start Date**.
 8. Select the **Activity End Date**.
- Note:** Much of the required information will auto populate based on information pulled from the hire process as well as the reason selected. Check to ensure all information is correct before proceeding.
9. In the Compensation section of the Rate Matrix enter the **Total Amount**.
 10. Select the Cost Override "0" and view the Assign Costing Allocation QRC.
 11. Select **Submit**.

Next Steps: Check your **My Tasks** list for additional steps that may be required after submitting this process.

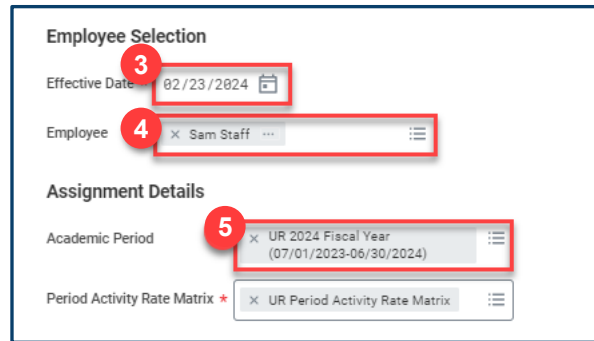


Manage Period Activity Pay

This QRC instructs users on how to **Manage Period Activity Pay** for a worker outside of the Hire process. The period activity pay task assigns a total compensation amount and distributes it equally based on entered start and end dates. Period Activity Pay can be used as a subprocess as part of a staffing event or on an ad hoc basis.

Add or Edit Period Activity Pay

1. The Add Period Activity Pay task can be started on an ad hoc basis by using the Workday global search bar to search for the **Manage Period Activity Pay Assignments** task.
2. Alternatively, you can access the Manage Period Activity task by searching for the employee and using the related actions icon next to the employee's name to select the **Manage Activity Pay Task Assignments** task.
3. On the Manage Period Activity Pay Assignments page enter the **Effective Date**.
Note: The effective date must be today's date or a date in the future.
4. Ensure the correct employee is selected in the **Employee** field and the correct position if the employee has more than one.
5. In the Assignment Details section select the details of the **Academic Period**. The Period Activity Rate Matrix will auto populate based on this selection.
6. Select **OK**.
7. On the Manage Period Activity Pay Assignments Page select the **Reason**.
 - o To **add** a new payment select UR Add Activity Pay.
 - o To **adjust** an already existing Period Activity Pay select UR Adjust Activity Pay.
8. Enter or revise the **Start Date, End Date, Total Amount, and/or Costing Overrides**.
Note: If changing the costing override, end the current activity line and create an additional activity line for the new allocation going forward.
9. Select **Submit**.



Employee Selection

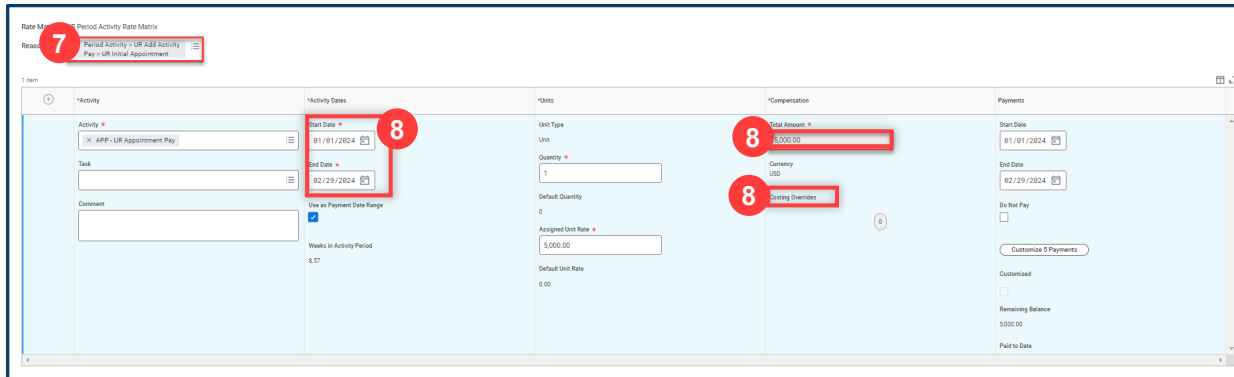
Effective Date **3** 02/23/2024

Employee **4** X Sam Staff

Assignment Details

Academic Period **5** X UR 2024 Fiscal Year (07/01/2023-06/30/2024)

Period Activity Rate Matrix * X UR Period Activity Rate Matrix



Rate Matrix * Period Activity Rate Matrix

Reason **7** X UR Add Activity Pay

*Activity

Activity X UR Appointment Pay

Task

Comment

*Activity Dates

Start Date **8** 01/01/2024

End Date 02/29/2024

Use as Payment Date Range

Weeks in Activity Period 8.57

*Units

Unit Type Unit

Quantity 1

Default Quantity 0

Assigned Unit Rate 5,000.00

Default Unit Rate 0.00

*Compensation

Total Amount **8** 5,000.00

Currency USD

Costing Overrides **8**

Payments

Start Date 01/01/2024

End Date 02/29/2024

Do Not Pay

Customize 9 Payments

Customized

Remaining Balance 5,000.00

Paid to Date

Next Steps: Check your **My Tasks** list for additional steps that may be required after submitting this process.

End Period Activity Pay

This QRC instructs users to **End Period Activity Pay** for a worker during the End Job and/or Terminate process in Workday.

End Period Activity Pay

1. The **End Period Activity Pay** task is a subtask that may be triggered during the End Job and/or Terminate process in Workday.
2. After the End Job and/or Terminate process is successfully completed, select the **Open** button on the Event Submitted pop-up window to continue to the End Period Activity Pay task.
 - The task will also appear in your **My Tasks** list. This allows you to access the task at later time.
3. On the Period Activity Pay task, select the Reason “**Period Activity > UR End Period Activity Pay > End Job or Termination**”.
4. Change the **Activity End Date** and **Payment End Date** to match the Pay Through Date.
5. Select **Forfeit** in the Post Termination/End Job Payments section.
6. Select **Submit**.
7. Navigate to your My Tasks list and open the **Graduate Appointment** task.
8. Add the **Award Year**.
9. Select **Yes** to Route to Bursar’s Office.
10. Select the check box for copy data from grid above and use the minus (-) sign to remove **Tuition Awards Details** when an appointment is ended early.
11. Select the check box for copy data from above Health Coverage Grid and remove any dollar amounts in the amount fields for future terms in the **proposed health coverage** and **mandatory health fee** matrixes as needed.
12. Optionally, add supporting documents in the attachment section of the page.
13. Select **Submit**.

Next Steps: Check your **My Tasks** list for additional steps that may be required after submitting this process.

Termination Date 10/01/2024
 Pay Through Date 10/01/2024
 Reason **3** × Period Activity > UR End Period Activity Pay > End Job or Termination

*Activity Dates	Units	Compensation	Payments	Post Termination/End Job Payments
Start Date 09/01/2024	Unit Type Unit	Total Amount 250.00	Start Date 09/01/2024	5 Pay Forfeit
End Date * 4 10/01/2024	Quantity 1	Currency USD	End Date 4 10/01/2024	
Weeks in Activity Period 4.43	Default Quantity 0	Assigned Unit Rate 250.00	Number of Payments 2	
	Default Unit Rate 0.00		Remaining Balance 250.00	
			Paid to Date 0.00 USD	

UR ID 24892111
 Through Date 06/31/2024 **8**
 Award Year * 2024-2025 Award Year
 Reports To Avery Manager
 Position Proposed P00023222 Grad Fellowship/Stipend
 Route to Bursar's office? **9**
 select one
 Yes
 No
 Expected Completion Date No
 Academic Unit School of Medicine and Dentistry
 Academic Level Graduate

10 Copy data from above grid

Proposed Tuition Award Details

Tuition Fall: 1 item		Company	Description	Fall Amount	Fall Percentage
Grant FAO Account	Non-Grant FAO Account	OP220450	040 School of Medicine and Dentistry		100

Tuition Spring: 1 item		Company	Description	Spring Amount	Spring Percentage
Grant FAO Account	Non-Grant FAO Account	OP220450	040 School of Medicine and Dentistry		100

11 Proposed Health Coverage

Insurance: 1 item		Company	Description	Fall Amount	Spring Amount	Summer Amount
Grant FAO Account	Non-Grant FAO Account	OP211545	002 Eastman Institute for Oral Health	1,860.00	1,860.00	

Mandatory Health Fee: 1 item		Company	Description	Fall Amount	Spring Amount	Summer Amount
Grant FAO Account	Non-Grant FAO Account	OP211545	002 Eastman Institute for Oral Health	414.00	414.00	