

**SUMMARY**

This job aid outlines the process and workflow of loading a Manage Period Activity Pay Assignments action in Workday. This business process is only to be used for Faculty employee types.

**PERIOD ACTIVITY PAY**

1. In the Workday search bar, type the Worker's name and select the Worker.
2. Click the Actions icon, hover over Compensation, then click on Manage Period Activity Pay Assignments.
3. Effective Date and Worker should automatically populate. The Effective Date should be left as the date the action is being loaded.
4. For Academic Period, select the appropriate year and academic period/semester the work is being done in (ex: 2023 Spring Activity).
5. The Period Activity Pay Matrix will default to LSU General. Then click OK.
6. Select the appropriate Reason for the Period Activity Pay request. Below is a chart that lists each Reason and when it should be used.

Reason	Used For
Additional Compensation > New Assignment	A new additional compensation payment
Additional Compensation > Extension	Extending the dates of an existing payment
Base Compensation > New Assignment	A new payment for Short Module Instructors
Base Compensation > Extension	Extending the dates of an existing payment for Short Module Instructors
Correction > Change Amount	Changing a payment amount
Correction > Change Dates	Changing payment dates
End Additional Compensation > Assignment End	Manually ending a payment before the entered end dates

7. For Activity, click on All Activities and select the appropriate one. Below is a chart that lists each Activity and when it should be used.

Reason	Used For
CD – Course Development	Developing a course
ODP – Online Degree Program	Non-A&M Campuses only; online course instruction
OTH-NR – Other – Non-Retirement	Payments intended to not contribute to retirement
OTH – Other – Retirement	Work performed; contributes to retirement
OVT – Overload Teaching	Non-Short Module Instructor teaching an additional course
1Fall – 1 <sup>st</sup> Fall Instruction	Short Module Instructors only; teaching 1 <sup>st</sup> Fall session
2Fall – 2 <sup>nd</sup> Fall Instruction	Short Module Instructors only; teaching 2 <sup>nd</sup> Fall session
WI – Winter Intersession	Non-Short Module Instructor teaching Winter Intersession
1SPR – 1 <sup>st</sup> Spring Instruction	Short Module Instructors only; teaching 1 <sup>st</sup> Spring session
2SPR – 2 <sup>nd</sup> Spring Instruction	Short Module Instructors only; teaching 2 <sup>nd</sup> Spring session
1SUM – 1 <sup>st</sup> Summer Instruction	Non-Short Module Instructor teaching 1 <sup>st</sup> Summer session
1SUM(Base) – 1 <sup>st</sup> Summer Instruction Base Pay	Short Module Instructors only; teaching 1 <sup>st</sup> Summer session
2SUM – 2 <sup>nd</sup> Summer Instruction	Any Non-Short Module Instructor teaching 2 <sup>nd</sup> Summer Session

Reason	Used For
2SUM(Base) – 2 <sup>nd</sup> Summer Instruction Base Pay	Short Module Instructors only; teaching 2 <sup>nd</sup> Summer session
SUMM – Full Summer Instruction	Non-Short Module Instructors teaching entire Summer period
SUMM(Base) – Full Summer Instruction Base Pay	Short Module Instructors only; teaching entire Summer period

8. Add a Comment for what the work is for. If the work is course instruction, please enter the course information in the following format: Term/Course/Course Number/Section Number.
9. Enter the Activity Start Date and Activity End Date. These are the dates work was performed.
10. In the Assigned Unit Rate field, populate the pay amount. The Total Amount will carry over from this section.
11. Add the costing information in the Costing Overrides section. Under Costing Overrides, type the account number associated with this action. The Cost Center, Fund, and Function number will populate. Add the amount or percentage that should be charged to that account.
12. Next, you will be required to enter a Payment Start Date and Payment End Date.
  - a. Your Payment Start Date must match the Activity Start Date.
  - b. Your Payment End Date must match the last day of the pay period the work ends in.
    - i. Example 1: A 9-month Faculty payment from 8/15-10/3 must have a 10/14 payment end date.
    - ii. Example 2: A 12-month Faculty payment from 8/15-10/3 must have a 10/31 payment end date.
13. Do not populate anything in the Customize Payments field. This can cause negative payroll impacts to the worker. This field should be skipped.
14. Click Submit.

**WORKDAY WORKFLOW**

