

**To:** Montgomery College Administrative Aides

**From:** Rosalee Law, Manager, HRIS, Data and Records Management  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** Important Information for Workday Period Activity Pay (PAP) for Summer Sessions 2024 for **Instructional Full-Time Faculty and Instructional Part-Time Faculty**

**Date:** May 21, 2024

Please review the following information regarding the Period Activity Pay (PAP) process for Summer 2024.

**PAP Process for Instructional Full-time Faculty and Part-time Faculty in Workday**

Workload in Banner (SIAASGN) will still need to be entered and continuously updated and accurate. All PAPs in Workday must be created, approved, and processed for both part-time and full-time Faculty as follows:

Summer I		Summer II	
Term: 202440 May 28, 2024 – July 07, 2023		Term: 202510 July 08, 2024 – August 16, 2024**	
Full-time Faculty	Contract Type: <b>FS</b> (Position and Suffix are no longer needed)		This will have to be entered in SIASSGN.
Part-time Faculty	Contract Type: <b>PT, PS</b> (Position and Suffix are no longer needed)		This will have to be entered in SIASSGN.
PAP Begin Date	5/25/2024	7/06/2024	These will be the dates you use for Period Activity Pay in WD for classes in POT 1.**
PAP End Date	7/05/2024	8/16/2024	
Pay Dates	Total of 3 Pay Dates: 1. 6/14/2024 2. 6/28/2024 3. 7/12/2024	Total of 3 Pay Dates: 1. 7/26/2024 2. 8/09/2024 3. 8/23/2024	<a href="#">View the full AY/FY25 pay period and pay date schedule.</a>

\*Some faculty who are also working Alt ESH might work 8/17/24- 8/23/24.  
That will still be paid as part of the Summer II PAP on 8/23/24 and will not have the increase.

\*\*The above begin and end dates are for classes that are part of term 1. For classes in other part of terms, use the begin and end dates on grids below. This may change the number of pays listed above, as well.

**Different Part of Terms Breakdown and Pay Dates**

There will be three (3) Part of Terms for the Summer Sessions: 1, M and X  
Please note the specific Part of Term when entering the applicable PAPs. Using the wrong dates will result in incorrect and/or delayed pay.

**Term 202440**

**Part of Term 1 5/28/24-7/07/24 (5 weeks)\*\***

<b>PAP Begin Date</b>	5/25/2024
<b>PAP End Date</b>	7/05/2024
<b>Total of 3 pays</b>	1 <sup>st</sup> Pay Date on 6/14/24 3 <sup>rd</sup> and Final Pay Date on 7/12/24

***\*Non-Instructional Workload should follow dates for full session (Part of Term 1).***

**Part of Term M 6/03/24-8/11/24 (10 weeks)\*\***

<b>PAP Begin Date</b>	5/25/2024
<b>PAP End Date</b>	8/16/2024
<b>Total of 6 pays</b>	1 <sup>st</sup> Pay Date on 6/14/24 6 <sup>th</sup> and Final Pay Date on 8/23/24

**Part of Term X 5/28/24-8/16/24 (10 weeks)\*\***

<b>PAP Begin Date</b>	5/25/2024
<b>PAP End Date</b>	8/16/2024
<b>Total of 6 pays</b>	1 <sup>st</sup> Pay Date on 6/14/24 6 <sup>th</sup> and Final Pay Date on 8/23/24

## Term 202510

### Part of Term 1 7/08/24-8/16/24 (5 weeks)\*\*

<b>PAP Begin Date</b>	7/06/2024
<b>PAP End Date</b>	8/16/2024
<b>Total of 3 pays</b>	1 <sup>st</sup> Pay Date on 7/26/24 3 <sup>rd</sup> and Final Pay Date on 8/23/24

### Part of Term M 6/17/24-8/11/24 (10 weeks)\*\*

<b>PAP Begin Date</b>	6/08/2024
<b>PAP End Date</b>	8/16/2024
<b>Total of 5 pays</b>	1 <sup>st</sup> Pay Date on 6/28/24 5 <sup>th</sup> and Final Pay Date on 8/23/24

### Reminder about Workload/ESH Limits

There will be no integration for workload in the Summer for both full-time faculty and part-time faculty for instructional and non-instructional workload. Everything will have to be entered manually.

Part-time faculty may work a total of 10 ESH for over the course of Summer Sessions I and II. Full-time faculty may work a total of 12 ESH over the course of Summer Sessions I and II, nine (9) at their regular rate and three (3) at their overload rate.

### PAP Entry Dates

- Summer I (202440) starts May 28, 2024 and ends July 7, 2024. In order for Part-time and Full-time Faculty to be paid by June 14, 2024, all Period Activity Pays must be completed **AND** approved by Dean or Chair by COB **Thursday, June 6, 2024.**
- Summer II (202510) starts July 08, 2024 and ends August 16, 2024. In order for Part-time and Full-time Faculty to be paid by July 26, 2024, all Period Activity Pays must be completed **AND** approved by Dean or Chair by COB **Thursday, July 18, 2024.**

### Summer Rates Excel Spreadsheet for Full-time Faculty

- An excel spreadsheet will be provided with the individual ESH rate and overload rate to use in your period activity pay entries.

## **Summer Pay Process**

### ***Full-time Faculty***

- Enter all workload in SIAASGN first.
- Make sure FTF has an additional Summer job. If this is missing, please contact [Rosalee Law](#) so it can be added before you add the PAP.
- Create a Period Activity Pay in Workday.
- Full-time faculty do not need weekly service hours.
- Instructional full-time faculty PAP will go to the Dean for review and approval.

### ***Part-time Faculty***

- Enter all workload in SIAASGN first.
- Create a Period Activity Pay in Workday under correct position.
- For PAP for part-time faculty calculate the weekly service hours.
- On PAP for instructional make sure to do the costing override with program of 1000 and add the discipline.
- Part-time faculty PAP will go to the Chair for review and approval.

### ***To check which PAPs have been posted***

- Run this report in Workday – “MC – All Period Activity Pay Assignments”
  - You can use whichever filters work best for you. Not all have to be populated. Here are some suggestions:
    - **Supervisory Organization** – You can leave it blank or add the name of the manager.
    - **Academic Periods** – Type in term number, e.g., 202440 for Summer I.
    - **Period Activity Types** – You can filter here if you want to just see one type, e.g., PTF Pay or FTF Summer Pay.
- Check on the faculty’s profile:
  - On their profile, go to **Compensation** → **Current Activity Pay or Historical Activity Pay**. If they have multiple jobs, then you will have to go under each position to see all PAPs.

### **PAP Processing Reminders**

- Make sure to enter all changes into SIAASGN first.
- For additional ESH after the Spring integration has processed, create a new PAP.
- For reduction or cancellation of ESH, use the Faculty Change Form. This form should be completed for all changes (reduction, additions, cancellation, etc.). It needs to be signed by the Dean (FTF) or the Chair (PTF) for approval, and uploaded to Workday when you update the existing PAP.

## ESH Rates

As of the first day of the AY 23/24, the ESH rates for PTF are the following amounts:

Lecturer	\$1,460.00
Adjunct I	\$1,580.00
Adjunct II	\$1,690.00
Adjunct II+	\$1,705.00

## Weekly Service Hours Tool

Please refer to the additional Excel attachment for the Weekly Service Hours Tool. This will help you calculate how many hours to input in the Work Hours per Week field when you are creating a PAP in Workday for part-time faculty.

## General Reminders

- Please remember and adhere to the stated deadlines.
- HRSTM will not determine or calculate workload/ESH. We will offer guidance, when necessary.
- Please ensure you are completing all necessary fields in SIAASGN and on the PAP, if you need to complete applicable.
- Please make sure that when creating a PAP for Alternate ESH, you are using the Banner-to-Workday Crosswalk Query when it should be charged elsewhere than their default.
- ***Please be advised that non-exempt employees are not allowed to teach as PTF members. There will be no exceptions.***
- ***Please make sure that you are adding all Part-time Faculty Assignment Letters and Alternate ESH Request Forms to the PAP or faculty's document section under Personal in Workday.***

## Additional Resources and Information

### **Videos and Job Aids**

For your reference, please watch the following videos and/or review the applicable job aids:

- How to Process FTF Instructional Summer PAP in Workday **(same ones from last Summer, use term 202440 for Summer I)**
  - [Video](#), [Job Aid](#)
- How to Process PTF Summer PAP in Workday **(same ones from last Summer, use term 202440 for Summer I)**
  - [Video](#), [Job Aid](#)

### **Open Labs**

HRSTM has scheduled three (2) open labs to assist with any questions you might have at the following times:

- Wednesday, 5/29, 11a.m.-12p.m.

- Wednesday, 6/05, 10-11 a.m.

Registration is not required. **Please [click here to join the open lab\(s\) that work best for you](#)** (we will use the same Zoom link for each session).

**Questions or Concerns**

Please contact [HRRecords@montgomerycollege.edu](mailto:HRRecords@montgomerycollege.edu) if you need assistance or have any additional questions.

Thank you for your partnership in ensuring that all employees are paid accurately and on time.