

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 **Non-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 Non-Instructional 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 part-time faculty as follows:

Summer I*		Summer II*	
Term: 202440		Term: 202510	
May 20, 2024 – July 05, 2023		July 06, 2024 – August 23, 2024	
Part-time Faculty	Contract Type: PT, PS (Position and Suffix are no longer needed)		This will have to be entered in SIASSGN.
Begin Date	5/25/2024	7/06/2024	
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	View the full AY/FY25 pay period and pay date schedule.

*Summer I for non-instructional part-time faculty begins 5/20/24. We will still use dates above for PAP payment dates.

*Summer II for non-instructional part-time faculty ends 8/23/24. We will still use dates above for PAP payment dates.

Reminder about Workload/ESH Limits

There will be no integration for workload in the Summer for 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.

PAP Entry Dates

- Summer I (202440) starts May 20, 2024 and ends July 05, 2024. In order for Part-time Faculty to be paid by June 14, 2024, all Period Activity Pays must be completed **AND** approved by the Chair by COB **Thursday, June 6, 2024**.
- Summer II (202510) starts July 06, 2024 and ends August 23, 2024. In order for Part-time Faculty to be paid by July 26, 2024, all Period Activity Pays must be completed **AND** approved by the Chair by COB **Thursday, July 18, 2024**.

Summer Pay Process

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

Open Labs

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

- Tuesday, 5/29, 10-11 a.m.
- Wednesday, 6/05, 9-10 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 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.