

**To:** Montgomery College Administrative Aides and Department Chairs

**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 Spring Semester 2025 for Part-Time Faculty (PTF) Counselors**

**Date:** December 2, 2024

Please review the following information regarding the Period Activity Pay (PAP) process for Spring 2025 for PTF Counselors.

**PAP Process for Part-time Faculty (PTF) Counselors in Workday**

Workload in Banner (SIAASGN) will still need to be entered and continuously updated and accurate. All PAP in Workday must be created, approved, and processed for PTF Counselors as described below:

**Spring 2025 for PTF Counselors**

<b>Term: 202530</b> <b>December 23, 2024 – May 23, 2025</b>		
<b>Part-time Faculty</b>	<b>Contract Type:</b> <span style="color: green;"><b>PT</b></span> <b>Position and Suffix</b> <b>are no longer needed.</b>	<b>This will have to entered in</b> <b>SIASSGN.</b>
<b>Begin Date</b>	<b>12/23/24</b>	<b>These will be the dates you use</b> <b>for period activity pay in</b> <b>Workday.</b>
<b>End Date</b>	<b>5/23/25</b>	
<b>Total of 11 Pays</b>		<b>1<sup>st</sup> Pay Date on</b> <b>1/10/25</b> <b>11<sup>th</sup> and Final Pay Date on</b> <b>5/30/25</b>

## Due Dates

**Spring for PTF Counselors: PAPs for 202530 must be entered in Workday and approved by the Chair by COB January 6, 2025.** Meeting the January 6, 2025 HRSTM deadline ensures timely processing of the 1<sup>st</sup> Spring pay on January 10, 2025.

## Reminder about Workload/ESH Limits

Per the SEIU contract, a part-time faculty member is limited to a total of 11.5 Equivalent Semester Hour (ESH) over the course of the Spring semester. The 11.5 ESH limit for Spring will include any ESH assigned during the Winter session.

## PAP Processing Reminders

- Make sure to enter all changes into SIAASGN FIRST.
- For additional ESH after you have processed the Winter PAPs, 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 Chair (PTF) and uploaded to Workday when you update the existing PAP.

## ESH Rates

As of the first day of the AY 24/25, the ESH rates for PTF are the following amounts:

Lecturer	\$1,525.00
Adjunct I	\$1,650.00
Adjunct II	\$1,765.00
Adjunct II+	\$1,780.00

## General Reminders

- Please remember and adhere to the stated deadlines.
- **The College is closed for Winter Break from December 23, 2024 through January 3, 2025. Please take this into consideration when preparing and submitting all PAP.**
- 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 one).
- For questions and inquiries on the SIAINST and SIAASGN data entry, please contact [Rosalee Law](#), [Mary Kay Hinkle](#), or [Sandra Livia](#).
- ***Please be advised that non-exempt employees are not allowed to have any PTF jobs. 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 PAP in Workday for Spring **(same ones from last year, use term 202530 for the current Spring session)**
  - [Video, Job Aid](#)
- How to Use Crosswalk for Non-Instructional Workload
  - [Video](#)

### ***Open Lab***

HRSTM has set up one (1) open lab to assist with any questions you might have on **Wednesday, December 11 from 11:00 a.m.-12:00 a.m.** Registration is not required. [Please click here to join the open lab.](#)

### ***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.

### ***Verifying which PAPs have been Posted***

You have two (2) options to confirm whether the PAPs have been posted in Workday:

- Run the “**MC – All Period Activity Pay Assignments**” report in Workday.
  - 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 (make sure to pick the one that says JM).
    - **Academic Periods** – Type in term number, e.g., 202530 for Spring.
    - **Period Activity Types** – You can filter here if you want to just see one type, e.g., PTF 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.

### **Questions or Concerns**

Please contact [Rosalee Law](#), [Mary Kay Hinkle](#), or [Sandra Livia](#) 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.