

To: Montgomery College Administrative Aides

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

Date: May 27, 2026

Subject: **Important Information for Workday Period Activity Pay (PAP) for Summer Sessions 2026 for Counseling (Non-Instructional) Full-time Faculty and Counseling (Non-Instructional) Part-time Faculty**

Please review the following information regarding the Period Activity Pay (PAP) process for Summer 2026.

PAP Process for Counseling (Non-instructional) Full-time Faculty and Counseling (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 both part-time and full-time faculty as follows:

SUMMER I		
Term: 202640 May 23, 2026 – July 3, 2026		
Full-time and Part-time Faculty	Contract Type: FS, PT (Position and Suffix are no longer needed)	This will have to be entered in SIASSGN.
PAP Begin Date	5/23/2026	
PAP End Date	7/3/2026	
Pay Dates	Total of 3 Pay Dates: 1. 6/12/2026 2. 6/26/2026 3. 7/10/2026	View the full AY/FY27 pay period and pay date schedule.

PAP Entry Dates

Summer I (202640) starts May 26, 2026, and ends July 5, 2026. In order for Part-time and Full-time Faculty to be paid by June 12, 2026, all Period Activity Pays must be completed **AND** approved by the Chair by COB **Friday, June 5, 2026.**

SUMMER II		
Term: 202710 July 4, 2026 – August 23, 2026		
Full-time and Part-time Faculty	Contract Type: FS, PT (Position and Suffix are no longer needed)	This will have to be entered in SIASSGN.
PAP Begin Date	7/4/2026	
PAP End Date	8/23/2026	
Pay Dates	Total of 4 Pay Dates: 1. 7/24/2026 2. 8/7/2026 3. 8/21/2026 4. 9/4/2026*	View the full AY/FY27 pay period and pay date schedule.

*Pay date on 9/4/26 will include both full academic years pay plus last pay of Summer II.

Academic Year Pay (will have an increase)

- Not enrolled in deferred pay – base salary for academic year / 20
- Enrolled in deferred pay – base salary for academic year / 26
- Last Summer II Pay will not have an increase

PAP Entry Dates

Summer II (202710) starts July 6, 2026, and ends August 14, 2026. In order for part-time and full-time faculty to be paid by July 24, 2026, all Period Activity Pays must be completed **AND** approved by the Dean or Department Chair by COB Thursday, July 16, 2026.

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.

New this Summer: Counseling Full-time Faculty will be allowed to work an extra day.

Full-time faculty may work a total of 12.2 ESH (480 hours/60 days) over the course of Summer Sessions I and II, 9 ESH (352 hours/44 days) at their regular rate and 3.2 ESH (128 hours/16 days) at their overload rate.

Part-time faculty may work a total of 10 ESH for over the course of Summer Sessions I and II.

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 Chair 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 Department Chair for review and approval.

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 Department Chair (PTF) for approval and uploaded to Workday when you update the existing PAP.

ESH Rates

As of the first day of the AY 25/26, the ESH rates for PTF are the following amounts:

Lecturer	\$1,583.00
Adjunct I	\$1,713.00
Adjunct II	\$1,832.00
Adjunct II+	\$1,850.00

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.***
- ***If you have any Grant Alternative ESH Forms, please add them to this Microsoft Form: [Share Alternate ESH Forms with OBS/Grant Accounting](#). This will help keep OBS better informed of alternative ESH that is being charged to grants.***

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 Non-Instructional (Counselor) Summer PAP in Workday **(same ones from last Summer, use term 202640 for Summer I and 202710 for Summer II)**
 - [Video, Job Aid](#)
- How to Process PTF Summer PAP in Workday **(same ones from last Summer, use term 202640 for Summer I and 202710 for Summer II)**
 - [Video, Job Aid](#)

Open Lab

HRSTM has scheduled an information session and an open lab to assist with any questions you might have at the following times:

- Open Lab: Thursday, May 28, 2026, 2–3 p.m.

Registration is not required. [Please click here to join the session](#) (we will use the same Zoom link for each session).

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.

Weekly Service Hours Tool

Please refer to the 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

- 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.*, 202640 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.

Questions or Concerns

Thank you for your partnership in ensuring that all employees are paid accurately and on time. Please contact [HR Records](#) if you need assistance or have any additional questions.