

Workday Period Activity Pay

Training for Academic Aides and
WDCE Partners

MC

MONTGOMERY COLLEGE

Training Guidelines

- This session is recorded and will be available on Workday Learning
- Close your Email, logout of IM, and turn cell phones off or put them away
- This session includes demonstrations in a training environment and information has been staged so that no personal or sensitive data is shown

Your Instructors



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Consultant with Collaborative
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Chicago, IL



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Senior Principal Consultant with
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Tampa, FL

Agenda

- Objectives & Project Overview
- Period Activity Pay Overview
- Manage Period Activity Pay
 - Add Job
 - Add Period Activity Pay
 - Edit/Update Period Activity Pay
 - End Period Activity Pay
- Period Activity Pay Reports
- Support Resources
- Q&A

Our Objectives

What we will accomplish by the end of this training

- Understand Workday Period Activity Pay
- View demonstrations of Add, Edit, and End Period Activity Pay
- Know where to locate resources and support

Support Resources

On-Demand Help

Project Webpage:

FAQs
Job Aids & Reference Guides
Videos

Workday Learns:

Training Recordings

Training Questions & Workday Help

HRSTM

240-567-5353
hrstm@montgomerycollege.edu

OBS Finance

240-567-5292
procure@montgomerycollege.edu
finance.obs@montgomerycollege.edu

Technical Support

IT Service Desk

240-567-7222
itservicedesk@montgomerycollege.edu

Project Website

- Houses all project information, communications, FAQs, and Training Materials

Workday

The College's use of Workday will enable us to improve administrative processes by using modern financial management, human resource, and professional development systems to support the College's mission and goals. It is designed to be mobile device friendly, helping our faculty and staff complete their business faster and get back to what's really important, our students.



PROJECT PHASES

Completed and upcoming phases of the project

[WORKDAY PROJECT PHASES](#)

TIMELINE

Where are we now?

[WORKDAY PROJECT TIMELINE](#)

TRAINING

Access live and recorded webinars, job aides, and the training schedule

[WORKDAY TRAINING](#)

WORKDAY COMMUNICATIONS

Archive of collegewide communications

[WORKDAY COMMUNICATIONS](#)

FREQUENTLY ASKED QUESTIONS

Review FAQs about Workday

[WORKDAY FAQs](#)

Sponsor Message

Welcome to Your Workday Training!

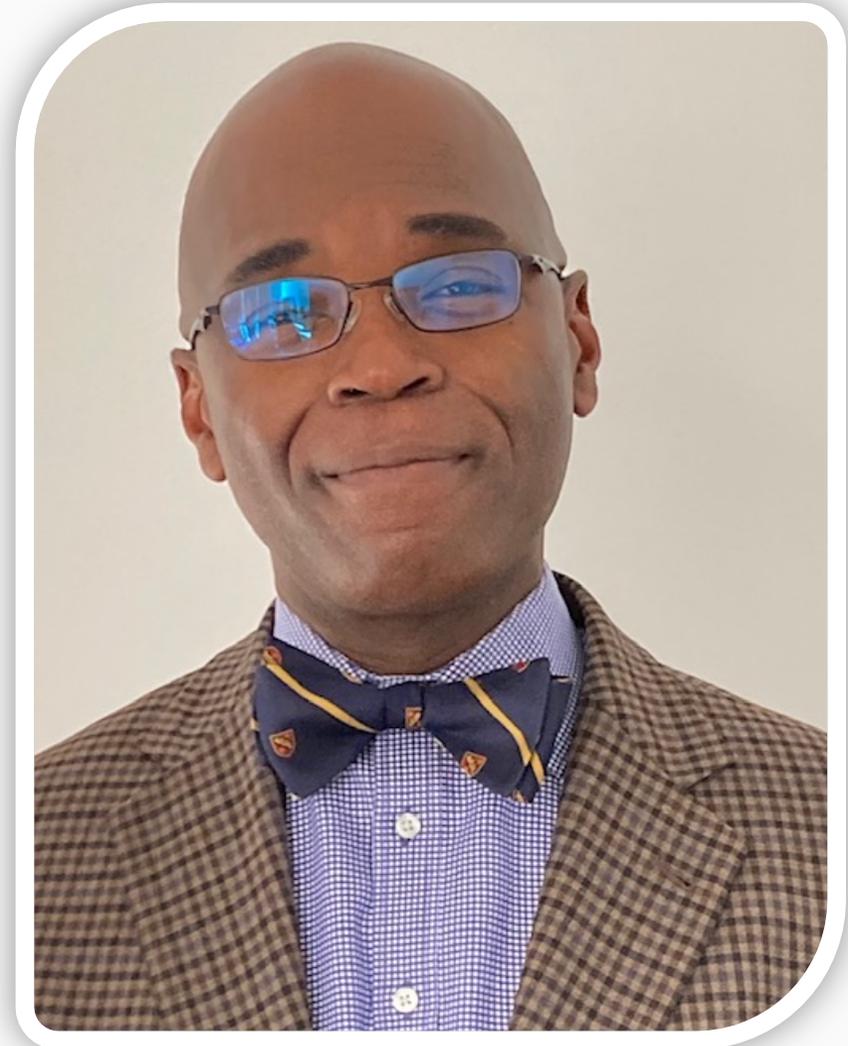
As of January 2022, Workday is officially the Human Resources and Financial Management system at Montgomery College.

By taking today's training, you will be one step closer to full self-service functionality that provides the ability to access and manage your personal HR and finance-related information. As an integral part of our institutional success, we thank you for your participation. We are confident it will ensure your personal success and allow you to take full advantage of all that Workday has to offer.

Enjoy your training session and have a good Workday!

Sherwin Collette

SVP for Administrative and Fiscal Services
Workday Executive Sponsor



Vision



MC's Mission, Vision, Values

MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

CORE VALUES

EXCELLENCE * INTEGRITY * INNOVATION * EQUITY & INCLUSION * STEWARDSHIP * SUSTAINABILITY

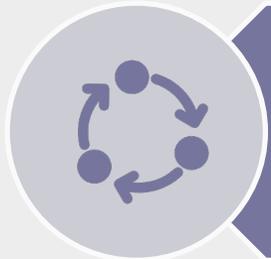
Benefits for Montgomery College



One system that integrates with many other systems and reduces time to perform work



Access and update your own data using applications



View statuses of initiated tasks and get **notified** on completed tasks



Initiate actions using search or applications and complete tasks from your Workday Inbox



Quickly search for and **find information** such as organizational charts and your personal information



(Optional) **Mobile device** access to manage information, anytime, anywhere

Workday Project Overview

- Workday is the system of record for all Human Resources, Finance, and Payroll data.

Workday

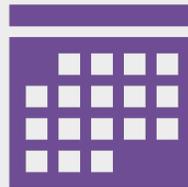
- Payroll
- All Tracking for Time Entry, Time Off, and Leave
- EAP
- Recruiting
- Compensation
- HCM
- Benefits
- Learning
- Talent & Performance
- Financial Accounting
- Budget (excluding Adaptive Planning)
- Procurement
- Expenses
- Projects/Capital
- Business Assets
- Banking & Settlement
- Grants Management & Contracts
- Supplier Accounts

Period Activity Pay Overview

What is Period Activity Pay (PAP)?



Enables you to pay employees for fixed-term activities and payment arrangements. You can assign an employee with activities, date ranges, and pay amounts.

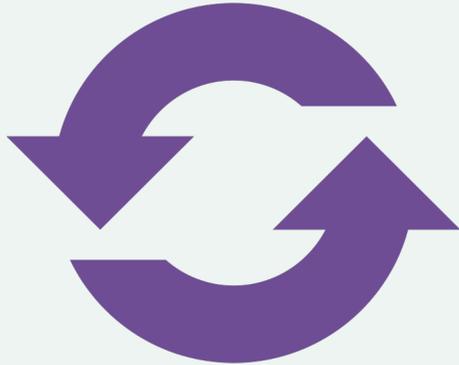


It generates a scheduled payments list that Workday Payroll processes.



Essentially, FLAC and EPAF becomes PAP in Workday. PAP is different from FLAC in that once you Submit, it is committed to the system and any changes will require the change form to be uploaded to the system.

Overview of Key Changes



Currently, Academic Aides assign workload in SIAASGN for PT and FT Faculty (this can be instructional or non-instructional; non-instructional have no course).

Moving forward, SIAASGN will still be used for PT and FT faculty and must be kept up to date to ensure accurate pay. You no longer need to enter position and suffix but must have the contract type and percent (%). The workload is still entered in SIAASGN for Non-instructional. Instructional ESH integrates to Workday in Fall and Spring for PTF. Updates are entered by Academic Aides and WDCE Partners. All other workload is entered manually as PAP in Workday.

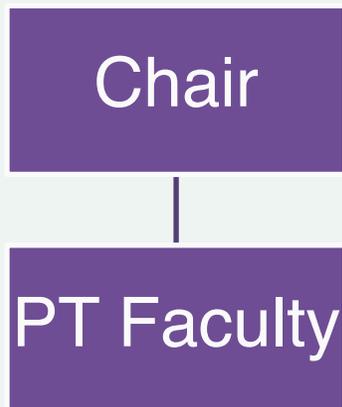
A job may need to be added in Workday prior to adding PAP. If a job needs to be added, please review the *Add Job* job aid for step-by-step guidance when adding a job.

Overview of Key Changes



Currently, the process runs in Banner, which creates the jobs and begins to pay the part-time faculty (FLAC); after this runs, any changes and additions are done manually via EPAF.

With Workday, FLAC and EPAF no longer occur. Period Activity Pay becomes the FLAC and EPAF process. All alternate non-instructional ESH and instructional ESH during the Winter and Summer will need to be entered manually.



Banner has pooled positions and they are static, and the costing is attached.

In Workday, PT Faculty only need one job/position under a specific Chair or Program Manager for PAP to be added. That job/position can have multiple contracts or courses entered. The correct job/position, Manager (Chairs, Dean, Program, Manager), and costing must be verified before entering PAP.

Add Period Activity Pay (PAP)

Uses Cases for Adding PAP

- Adding a new/additional job with PAP
- A job already exist, and PAP needs to be added

If needed, Add Job for the worker

Ensure the job is under the correct Chair or Program Manager



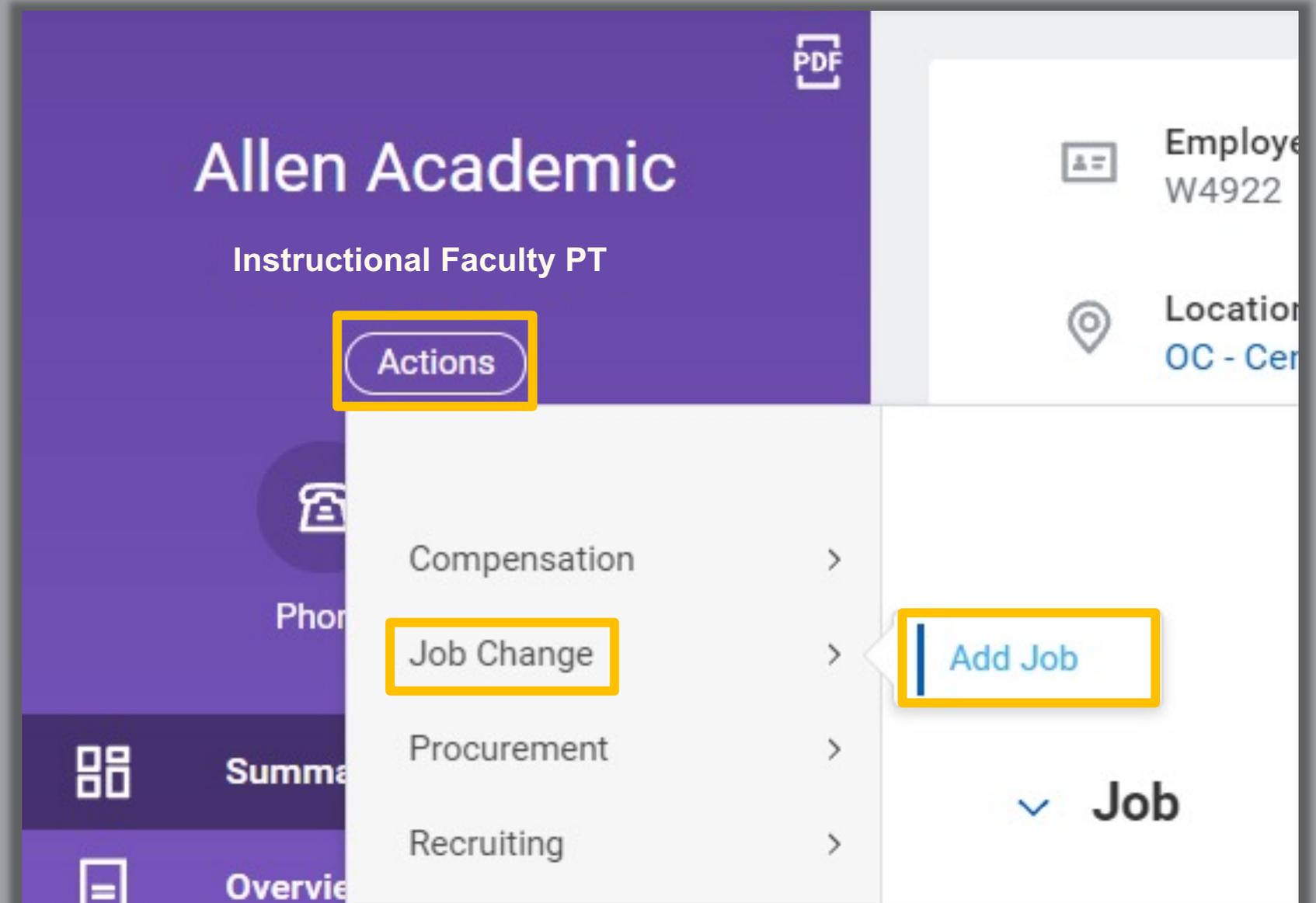
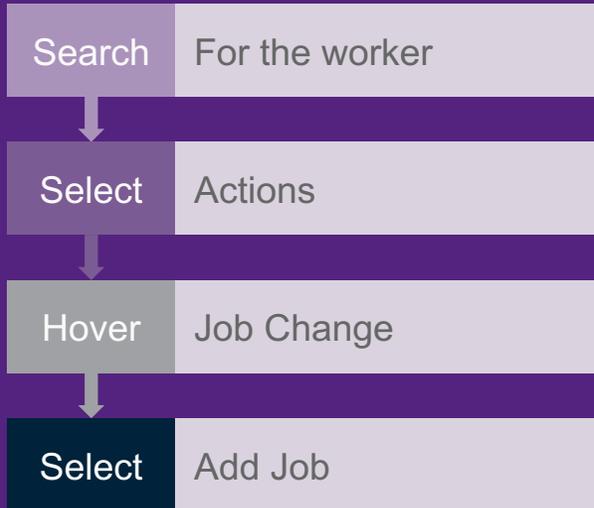
Manage Period Activity Pay and add applicable details



Period Activity Pay is added for the worker



If you need to add a job...



Add Job Screen

Supervisory Organization

- Verify that the correct Job Management (JM) Organization is listed. Job Management organizations have “JM” at the front of their title. If you need to change the Organization, click the Prompt icon and type the Manager’s name in the field to search for their Organization(s). Take care when searching and choosing the JM Org as some Managers and others may have more than one or inherit from a manager whose position is vacant. If you are trying to add a job and there is no JM Org, contact your HR Partner.

Employee

- Only eligible employees within the selected JM Organization display in the drop-down menu. If you need to select an employee from another Supervisory Organization, type their name in the field so they can work under the selected Supervisory Organization. For faculty, they will need one job per Chair or Program Manager/Director in order to add Period Activity Pay.

Add Job

Supervisory Organization *

× JM - Fine Perform Visual Arts Dean (Mia Manager) ... ☰

Employee

*

× Alan Academic ... ☰

OK

Cancel

Add Job Screen

Effective Date

- Enter the Effective Date

Reason

- The reason should be **Additional Assignment**
- To select this reason, click the **Reason** field and select **Additional Job**, then click **Additional Assignment**

Effective Date *

02/07/2022



Reason *

× Add Additional Employee Job >
Additional Job > Additional
Assignment



Add Job Screen

Job Details

Employee Type

* 

Job Profile

* 

Time Type

* 

Location

* 

Work Space



Pay Rate Type



Scheduled Weekly Hours

Employee Type

- Select the Type (e.g., Part-Time Faculty); If WDCE, select PT Faculty then in the Job Profile section select WDCE

Job Profile

- Select **Instructional Faculty PT, Non-Instructional Faculty PT, or WDCE Faculty**

Time Type

- Select **Part Time**

Location & Work Space

- Select the location and leave **Work Space** blank

Pay Rate Type & Scheduled Weekly Hours

- Select **Period Activity Pay**
- Enter Scheduled Weekly Hours as **0**
- **Alert:** When you enter “0” as the Scheduled Weekly Hours, you will get an alert that the FTE is zero. This will not prevent you from submitting the task.

Errors and Alerts Found

Alert - FTE

The FTE is zero. The FTE value can affect FTE reporting, benefits, and payroll for the worker. Ensure that the Default Weekly Hours and Scheduled Weekly Hours are correct.

Change Organization Assignments Screen

Organizations

Company

Company 
Montgomery College

Cost Center

Cost Center * 
360000 Fine Perform Visual Arts Dean

Costing

Program 
PROGRAM_4000 Academic Support

Fund 
FUND_1110 Operating Fund

Other

Discipline 

Organizations

- Review the default organizations and edit as needed
 - Company
 - Cost Center
 - Costing (Fund and Program)
 - Other (Discipline)
 - A Discipline is required if the Program is 1000. If the Program is 1000, then select the Discipline.
- Use the “Banner-to-Workday Crosswalk” report in Workday to validate organization assignments and costing.

Workday Demo

- Add Job

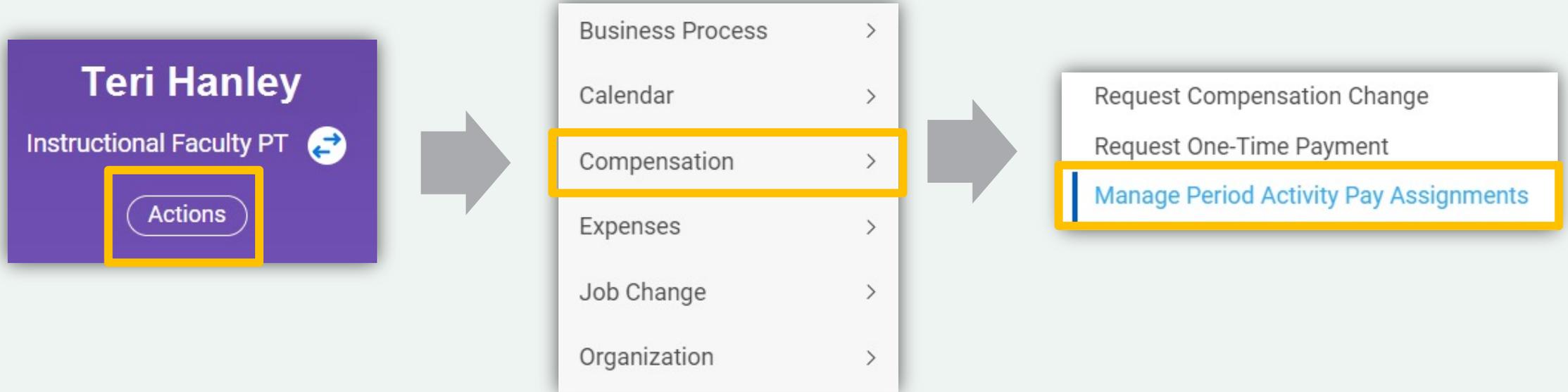


**Time for
a 5-Minute
Break**



Selecting the Task to Add PAP

Employee Actions Menu



Workday Demo

- Add Period Activity
Pay



Overall Process for PT Faculty

Instructional PT Faculty

- Integration runs before Fall and Spring to identify which jobs don't exist. There is no integration for Winter and Summer, those jobs and PAP are entered manually.
- The error report is sent to each AA then they will add the jobs and PAP before instructional ESH is run, ensure the job is under the correct Chair or Dean. The report is also a time to check the costing (FOAP), ESH, and payment amount.
- After integration runs, make edits or cancellations in Workday as needed.

Non-Instructional PT Faculty

- All non-instructional PT Faculty need to be entered manually for the AY (academic year) and summer.
- Ensure the job is under the correct Chair, Dean, or Program Manager. Make edits or cancellations in Workday as needed.

Sub Pay

- Continue to calculate Sub Pay using the Sub Pay form. It must be attached in Workday using the "Sub Pay Form" document category.
- The comment should include CRN#, Number of ESH, Name and M# of Faculty been substituted for ELR be able to verify Faculty absence reported.

All updates and correction require documentation or else they cannot be approved.

Overall Process for WDCE

All WDCE

- All WDCE need to be entered manually, ensure the job is under the correct Program Manager.
- Make edits or cancellations in Workday as needed.

All updates and correction require documentation or else they cannot be approved.

Overall Process for FT Faculty

FT Faculty Overload for Spring

- For FT Faculty, overload PAP will be under a Dean. It can be added to their FT Faculty Academic position.

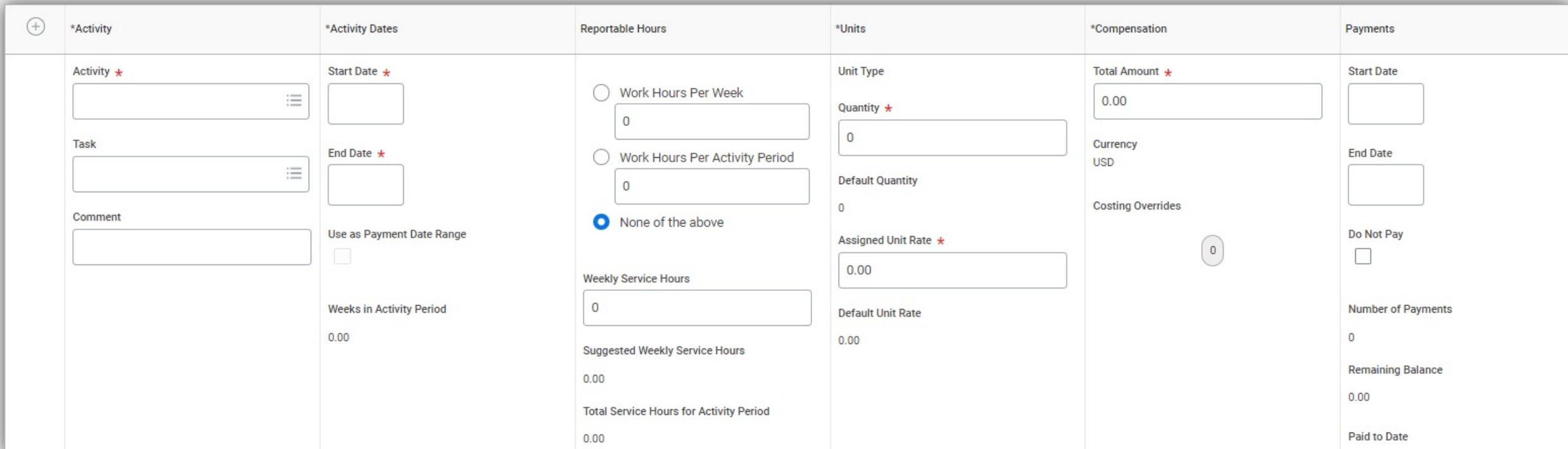
FT Faculty Summer

- This requires an additional job using the Summer Profile under the Dean's Job Management Organization for Instructional and Chairs Job Management Organization for Non-Instructional.

All updates and correction require documentation or else they cannot be approved.

Manage PAP Screen

- Complete each section from left to right as some fields auto-populate when you make selections (e.g., once you select the **Activity**, then the **Units** column auto-populates)
- If you finish then go back to make a change, please double-check all fields.



+	*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
	<p>Activity *</p> <input type="text"/> <p>Task</p> <input type="text"/> <p>Comment</p> <input type="text"/>	<p>Start Date *</p> <input type="text"/> <p>End Date *</p> <input type="text"/> <p>Use as Payment Date Range</p> <input type="checkbox"/> <p>Weeks in Activity Period</p> <p>0.00</p>	<p><input type="radio"/> Work Hours Per Week</p> <input type="text" value="0"/> <p><input type="radio"/> Work Hours Per Activity Period</p> <input type="text" value="0"/> <p><input checked="" type="radio"/> None of the above</p> <p>Weekly Service Hours</p> <input type="text" value="0"/> <p>Suggested Weekly Service Hours</p> <p>0.00</p> <p>Total Service Hours for Activity Period</p> <p>0.00</p>	<p>Unit Type</p> <p>Quantity *</p> <input type="text" value="0"/> <p>Default Quantity</p> <p>0</p> <p>Assigned Unit Rate *</p> <input type="text" value="0.00"/> <p>Default Unit Rate</p> <p>0.00</p>	<p>Total Amount *</p> <input type="text" value="0.00"/> <p>Currency</p> <p>USD</p> <p>Costing Overrides</p> <input type="text" value="0"/>	<p>Start Date</p> <input type="text"/> <p>End Date</p> <input type="text"/> <p>Do Not Pay</p> <input type="checkbox"/> <p>Number of Payments</p> <p>0</p> <p>Remaining Balance</p> <p>0.00</p> <p>Paid to Date</p>

Edit Period Activity Pay (PAP)

Uses Cases for Editing PAP

- Faculty Change Form
 - Increase or reduce ESH on existing job
- WDCE Change Form
 - Reduce the contract amount

Manage Period Activity Pay and update applicable details

You must select the applicable Position and Academic Period for the PAP you are updating



Period Activity Pay is updated for the worker



Workday Demo

- Edit Period Activity
Pay



End Period Activity Pay (PAP)

Uses Cases for Ending PAP

For all Adjunct PT Faculty and WDCE

- Class cancelled
- PT Faculty resigns
- PT Faculty goes out on leave and can't finish class

Manage Period Activity Pay and delete the applicable PAP details

You must select the applicable Position and Academic Period for the PAP you are updating



Period Activity Pay is removed for the worker



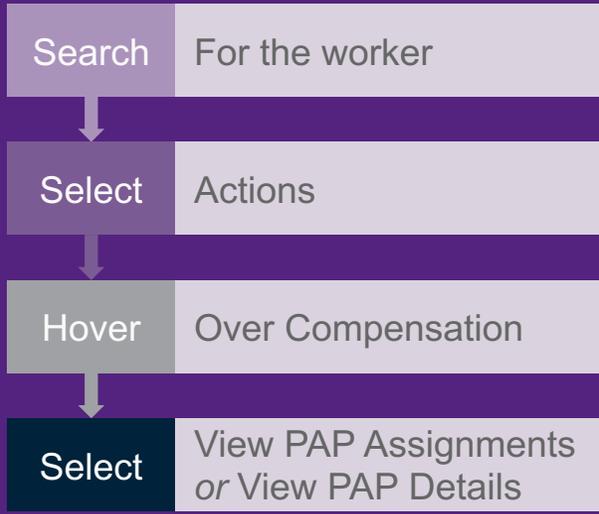
Workday Demo

- End Period Activity
Pay



Period Activity Pay (PAP) Reports

From the Worker Profile



Allen Academic
Instructional Faculty FT

Employee ID W4922
Location OC - Central Services

Manager Leslie Jackson
Position Title P011829 Instructional Faculty FT

Actions

- Actions
- Frequently Used
 - Start Proxy
 - Manage Period Activity ...
- Academic Faculty >
- Benefits >
- Business Asset >
- Business Process >
- Calendar >
- Compensation** >
 - Request Compensation Change
 - Request One-Time Payment
 - Manage Period Activity Pay Assignments
 - View Compensation
 - View Compensation History
 - View Compensation History - All Past and Present Positions
 - View Compensation Basis Details
 - View Period Activity Pay Assignments**
 - View Period Activity Payment Details**
 - View Estimated Compensation for a Period
 - View Reimbursable Allowance Plan Activity
 - View Total Rewards
- Expenses >
- Job Change >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Procurement >
- Provisioning Groups >

Worker
Allen Academic

Contact
Phone +1 (757) 4567890 (Mobile)

Work Address
9221 Corporate Blvd Rockville, MD 20850 United States of America

MC – All Period Activity Pay Assignments

MC - All Period Activity Pay Assignments ⋮

Supervisory Organization

Academic Units

Academic Periods

Period Activity Categories

Period Activity Types

Period Activity Start Date (On or After)

Period Activity End Date (On or Before)

Payment Start Date (On or After)

Payment End Date (On or Before)

Only include assignments with unpaid balances?

Only include active employees?

OK **Cancel**

Report: Period Activity Payment Details

Period Activity Pay Assignments

Employee Selection

View As Of *

Employee *

Time Period or Date Range for this Report

Time Period

Date Range

From

To

OK **Cancel**

View with Payment Details

Position [P011829 Instructional Faculty FT - Allen Academic](#)

Period [Winter 2022 \(01/03/2022-01/21/2022\)](#)

Total Scheduled [1,567.00](#)

Turn on the new tables view

1 item

Activity	Instructional Activity	Comment	Activity Start	Activity End
OVL - Overload	Yes		01/03/2022	01/21/2022

Verify your Information in Workday

- Ensure the following information is up to date
 - Time off or leave requests
 - Your address, personal information, and emergency contacts
 - Benefit Elections
 - Direct Deposit and Payment Elections
 - Tax Elections

Other Training Sessions

Important:

On-demand recordings will be available on the project website following each live session

Starting 1/3/22, all sessions and recordings will be in Workday Learning

Session	Audience	2021	2022
Workday Core Concepts	Employees	Nov 10 2:00-3:00	Jan 18 3:00-4:00
Manager Self-Service Overview	Managers	Nov 30 2:00-4:00	Jan 19 12:00-2:00
Candidate Management	Managers and Recruiters	Dec 1 3:00-5:00	Jan 24 2:00-4:00
Employee Self-Service for Procurement & EAP Requisitions	Employees	Dec 2 10:00-12:00	Jan 25 2:00-4:00
Overview for Cost Center Managers (CCM) & Secondary Cost Center Managers (SCCM)	CCM and SCCM	Dec 6 2:00-3:00	Jan 26 1:00-2:00
Grants Overview for Principal Investigators	Principal Investigators	Dec 7 2:00-3:00	Jan 27 2:00-3:00

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Thank You

Enjoy your Workday!

**Time for
a 5-Minute
Break**



**Time for
a 10-Minute
Break**

