

View Period Activity Pay Details for Summer Workday Job Aid for Non-Instructional Full Time Faculty Counselors

Overview

This job aid explains how Non-Instructional Full Time Faculty (Counselors) with an assignment during Summer I and Summer II can view Period Activity Payment (PAP) Details in Workday. If you have any questions regarding PAP Details, please contact your Department Administrative Aide and/or email hrstm@montgomerycollege.edu for assistance.

For instructions on viewing your Payslip with full pay details by pay period, please refer to the [View Payslips Job Aid](#).

Important: Hourly and ESH rates for Summer I and Summer II are calculated as follows:

- **Hourly Rate** = base salary ÷ 195 (number of fiscally accountable days) ÷ 8
- **Individual Regular ESH Rate** = base salary ÷ 195 x 44 ÷ 9
- 1 ESH = 39.11 (352 hours [max] you can work at the regular rate / 9 ESH)
- **Hours to ESH Conversion** = hours x hourly rate ÷ individual regular ESH rate

Changes to your projected hours can be submitted to your department by July 08, 2022 for Summer Session I and August 15, 2022 for Summer Session II.

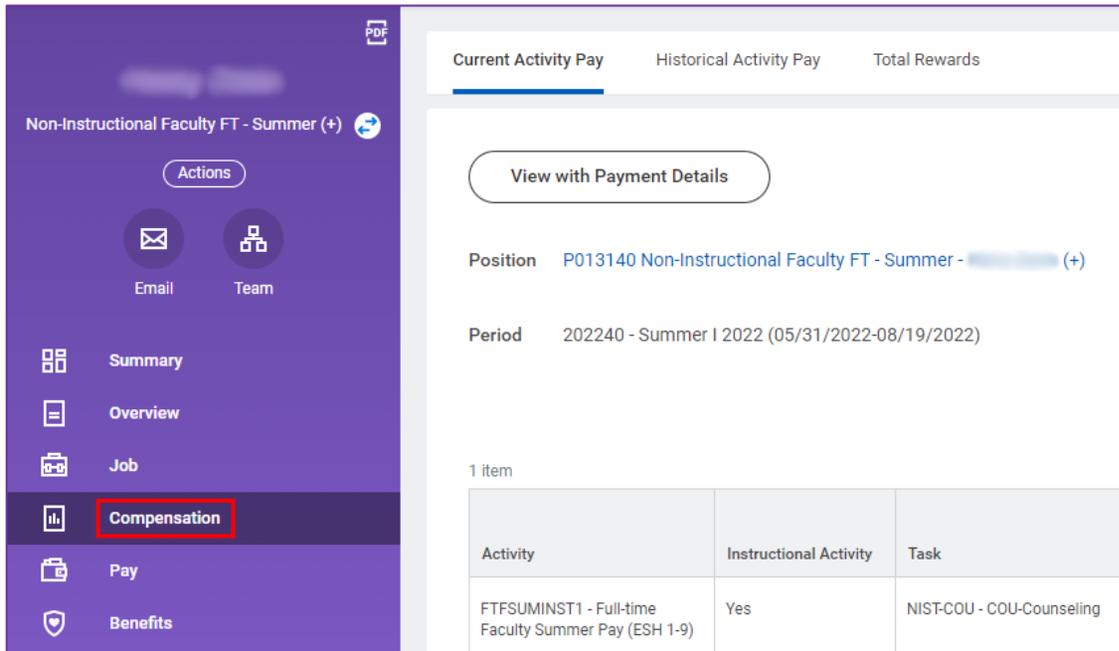
Summer Pay Dates

Summer Session I will be for projected hours worked from May 23, 2022 to July 10, 2022. Summer Session II will be for projected hours worked from July 11, 2022 to August 19, 2022.

Pay Date Schedule	
Summer Session I	Summer Session II
<ul style="list-style-type: none"> • June 17, 2022 • July 1, 2022 • July 15, 2022 • July 29, 2022 	<ul style="list-style-type: none"> • July 29, 2022 • August 12, 2022 • August 26, 2022

View Your Period Activity Pay Details

1. From the Workday home page, click the **photo/person icon**  on the top right of the screen. On subsequent pages you will click on the **photo/cloud icon** .
2. Click the **switch icon**  to view your Summer (+) position.
3. Click on **Compensation** on the left vertical sidebar.



The screenshot shows the Workday interface for viewing compensation details. On the left is a purple sidebar with navigation options: Summary, Overview, Job, Compensation (highlighted with a red box), Pay, and Benefits. The main content area has tabs for 'Current Activity Pay', 'Historical Activity Pay', and 'Total Rewards'. Below the tabs is a 'View with Payment Details' button. The page displays the following information:

- Position: P013140 Non-Instructional Faculty FT - Summer -  (+)
- Period: 202240 - Summer I 2022 (05/31/2022-08/19/2022)

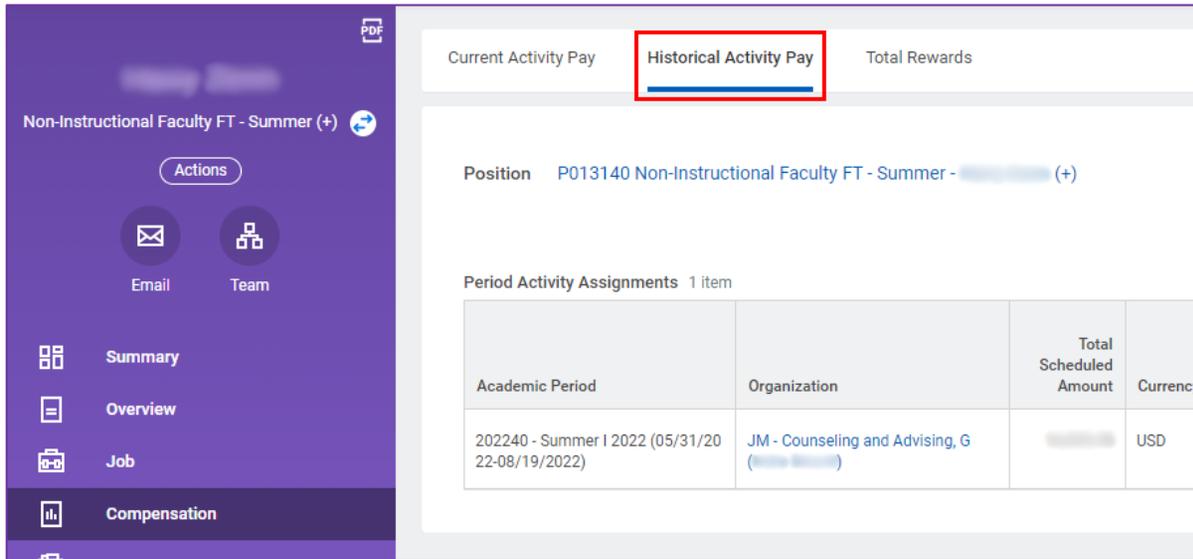
Below this information, it indicates '1 item' and shows a table with the following data:

Activity	Instructional Activity	Task
FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	Yes	NIST-COU - COU-Counseling

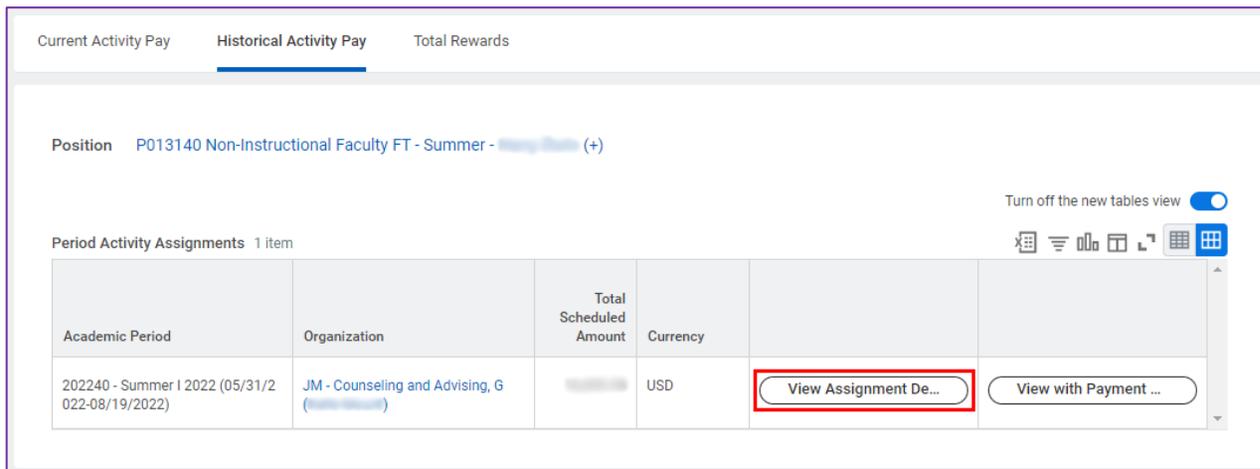
View Period Activity Pay Details for Summer

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4. Click on **Historical Activity Pay**. Your Period Activity Assignments will populate.



5. Scroll over and click on **View Assignment Details** to open details. (**Note:** This may be cut off on your screen.)



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6. Period Activity Pay Assignment details will display. Click on **View with Payment Details** for additional information.

Period Activity Pay Assignments Harry Zarin

Total Amount USD

View with Payment Details

Position P013140 Non-Instructional Faculty FT - Summer - (+) Total Scheduled

Period 202240 - Summer I 2022 (05/31/2022-08/19/2022) Total Amount Paid

Remaining Balance

1 item

Activity	Instructional Activity	Task	Comment	Activity Start	Activity End	Unit
FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	Yes	NIST-COU - COU-Counseling		05/23/2022	07/10/2022	Workload (ESH)

7. Full Period Activity Payment Details will display, including the total Scheduled Amount of the PAP, what has been Paid to Date, and the Payment Amount of each Scheduled Date for the PAP of the Summer.

Period Activity Payment Details 📅 📄

Employee [Redacted]

Supervisory Organization JM - Counseling and Advising, G

Position P013140 Non-Instructional Faculty FT - Summer - (+) Period 202240 - Summer I 2022 (05/31/2022-08/19/2022)

Turn on the new tables view

4 items

Activity	Instructional Activity	Task	Activity Start	Activity End	Unit	Qty	Unit Rate	<u>Scheduled Amount</u>	<u>Paid to Date</u>	<u>Payment Amount</u>	<u>Scheduled Date</u>	<u>Paid Date</u>	
FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	Yes	NIST-COU - COU-Counseling	05/23/2022	07/10/2022	Workload (ESH)	5.52	\$1,000.00	\$5,510.00	\$5,510.00	\$1,102.00	06/10/2022	06/17/2022	
										\$1,102.00		06/24/2022	
										\$1,102.00		07/08/2022	
										\$1,102.00		07/10/2022	
Total:								\$5,510.00	\$5,510.00				