



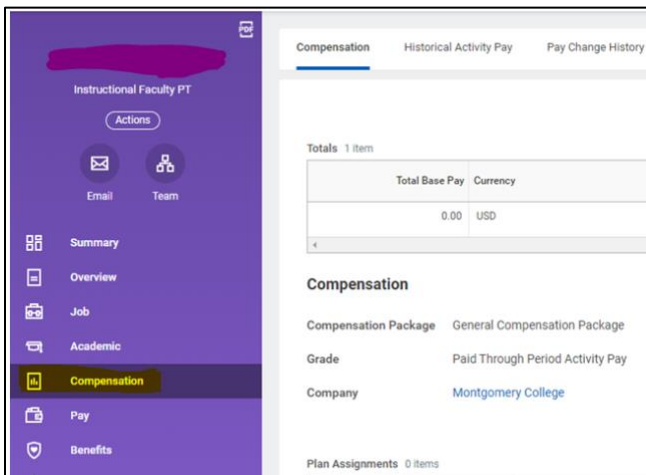
### Overview

This job aid explains how credit and non-credit Part-Time Faculty can view Period Activity Pay details in Workday. If you have questions about PAP details, please contact your Department Administrative Aide or WDCE Partner and/or email [hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu) for assistance.

For instructions for viewing the Payslip with full pay details by pay period, please refer to the *View Payslips* job aid.

### My Compensation

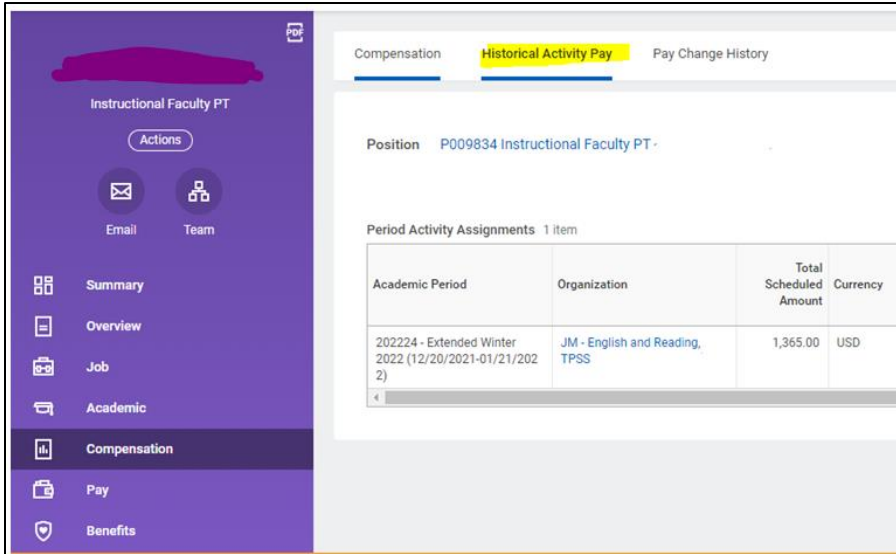
1. From the home page, click the **photo/person icon**  on the top right of the screen. On subsequent pages you will click on the photo/cloud icon .
2. Click on **Compensation** on the left vertical sidebar.



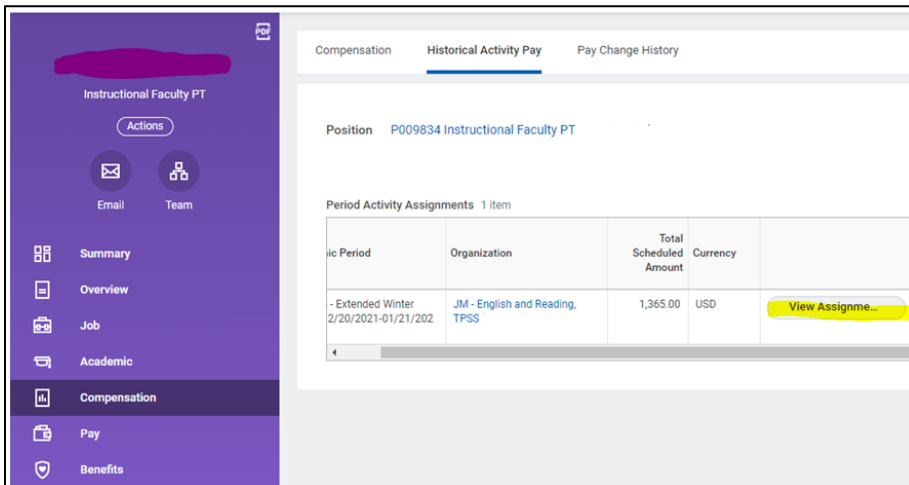
## View Period Activity Pay Details

### Workday Job Aid for Part-Time Faculty

3. Click on **Historical Activity Pay**. Period Activity Assignments will populate.



4. Scroll over and click on **View Assignment** to open details.



## View Period Activity Pay Details

### Workday Job Aid for Part-Time Faculty

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

**Period Activity Pay Assignments**

Total Amount  
1,365.00 USD

[View with Payment Details](#)

Position P009834 Instructional Faculty PT      Total Scheduled 1,365.00  
 Period 202224 - Extended Winter 2022 (12/20/2021-01/21/2022)      Total Amount Paid 682.50  
 Remaining Balance 682.50

Turn on the new tables view

1 item

Activity	Task	Comment	Activity Start	Activity End	Weekly Work Hours	Weekly Service Hours	Unit	Qty	Unit Rate	Scheduled	Paid to Date	Currency
Non-Instructional Activity - PTF	NIST-TUT - TUT-Department Tutoring		12/25/2021	01/14/2022	2.25	2.25	Workload (ESH)	1	1,365.00	1,365.00	682.50	USD

6. Full Period Activity Payment Details will display, including the entire amount of the PAP, what has been paid to date, and the amount of each payment.

**Period Activity Payment Details**

Employee

Supervisory Organization JM - English and Reading, TPSS

Position P009834 Instructional Faculty PT -      Period 202224 - Extended Winter 2022 (12/20/2021-01/21/2022)

Turn on the new tables view

2 items

Activity	Task	Activity Start	Activity End	Unit	Qty	Unit Rate	Scheduled Amount	Paid to Date	Payment Amount	Work Hours	Service Hours	Scheduled Date
Non-Instructional Activity - PTF	NIST-TUT - TUT-Department Tutoring	12/25/2021	01/14/2022	Workload (ESH)	1	1,365.00	\$1,365.00	\$682.50	\$682.50	3.38	3.38	01/07/2022
								\$682.50		3.37	3.37	01/14/2022
Total:							\$1,365.00	\$682.50				