MC MONTGOMERY COLLEGE

To: Montgomery College Administrative Aides

From: Rosalee Law, Manager, HRIS, Data and Records Management
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Subject: **Important Information for Workday Period Activity Pay (PAP) for Summer Sessions 2023**

Date: May 22, 2023

Please review the following information regarding the Period Activity Pay (PAP) process for Summer 2023.

PAP Process for Full-time Faculty and 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*		Summer II
Term: 202340 **May 30, 2023 – July 9, 2023**		**Term: 202410** **July 10, 2023 – August 18, 2023**
Full-time Faculty	**Contract Type: FS** (Position and Suffix are no longer needed)	**This will have to be entered in SIASSGN.**
Part-time Faculty	**Contract Type: PT, PS** (Position and Suffix are no longer needed)	**This will have to be entered in SIASSGN.**
Begin Date	5/30/2023	7/10/2023	**These will be the dates you use for Period Activity Pay in WD for classes in POT 1.**
End Date	7/9/2023	8/18/2023	
Pay Dates	Total of 4 Pay Dates: 1. 6/16/2023 2. 6/30/2023 3. 7/14/2023 4. 7/28/2023	Total of 3 Pay Dates: 1. 7/28/2023 2. 8/11/2023 3. 8/25/2023	View the full AY/FY24 pay period and pay date schedule.

*Summer I for non-instructional faculty begins 5/22/23. We will still use dates above for PAP payment dates.

The above begin and end dates are for classes that are part of term 1. For classes in other part of terms, use the begin and end dates in SSASECT. This may change the number of pays listed above, as well.

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.

Part-time faculty may work a total of 10 ESH for over the course of Summer Sessions I and II. Full-time faculty may work a total of 12 ESH over the course of Summer Sessions I and II, nine (9) at their regular rate and three (3) at their overload rate.

PAP Entry Dates

- Summer I (202340) starts May 30, 2023 and ends July 9, 2023. In order for Part-time and Full-time Faculty to be paid by June 16, 2023, all Period Activity Pays must be completed **AND** approved by Dean or Chair by COB **Thursday, June 8, 2023**.
- Summer II (202410) starts July 10, 2023 and ends August 18, 2023. In order for Part-time and Full-time Faculty to be paid by July 28, 2023, all Period Activity Pays must be completed **AND** approved by Dean or Chair by COB **Thursday, July 20, 2023**.

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.

Summer Pay Process

Full-time Faculty

- Enter all workload in SIAASGN <u>first</u>.
- Make sure FTF has an additional Summer job. If this is missing, please contact Rosalee Law so it can be added <u>before</u> 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 Dean for review and approval.
- Non-instructional full-time faculty PAP will go to the Chair for review and approval.

Part-time Faculty

- Enter all workload in SIAASGN <u>first</u>.
- 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 Chair for review and approval.

To check 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.*, 202340 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.

PAP Processing Reminders
- Make sure to enter all changes into SIAASGN <u>first</u>.
- 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 Chair (PTF) for approval, and uploaded to Workday when you update the existing PAP.

ESH Rates
As of the first day of the AY 22/23, the ESH rates for PTF are the following amounts:

Lecturer	$1,375.00
Adjunct I	$1,490.00
Adjunct II	$1,595.00
Adjunct II+	$1,610.00

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.

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.***

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 Instructional Summer PAP in Workday
  - Video, Job Aid
- How to Process FTF Non-Instructional (Counselor) Summer PAP in Workday
  - Video, Job Aid
- How to Process PTF Summer PAP in Workday
  - Video, Job Aid

Open Labs
HRSTM has scheduled three (3) open labs to assist with any questions you might have at the following times:
- Wednesday, 5/24, 10-11 a.m.
- Wednesday, 5/31, 10-11 a.m.
- Monday, 6/05, 2-3 p.m.

Registration is not required. **Please click here to join the open lab(s) that work best for you** (we will use the same Zoom link for each session).

Questions
For questions and inquiries on the SIAINST and SIAASGN data entry, please contact Rosalee Law or Mary Kay Hinkle.