

**To:** Montgomery College Administrative Aides

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

**Subject:** **Important Information for Workday Period Activity Pay (PAP) for Spring Semester 2024**

**Date:** January 12, 2024

Please review the following information regarding the Period Activity Pay (PAP) process for Spring 2024 (Term 202430).

**PAP Process for Part-time Faculty (PTF) in Workday**

Workload in Banner (SIAASGN) will still need to be entered and continuously updated and accurate. All PAP in Workday must be created, approved, and processed for PTF as described below.

**Spring Integration for PTF**

Here is the process of how the Spring integration will work for instructional workload:

1. Instructional workload in SIAASGN for term 202430 must be entered by **COB January 19, 2024** so we can begin our audits. Make sure you are using **contract type PT for PTF** and **contract type PS for Staff with PTF jobs**. You will still be able to add/change workload after that.
2. I will be sending out Excel audit reports to review info that will be coming over the integration is correct.
3. All final SIAASGN workload you want to come through the integration must be entered by **COB January 29, 2024**.
4. **The integration will run on Tuesday, January 30, 2024. This will only pull instructional workload from SIAASGN and create PAPs in Workday.**
5. You won't have to calculate the weekly service hours for those coming through the integration.
6. These will be auto approved so the department chairs do not need to approve the ones that come through the integration.

- 7. **Non-Instructional workload will not come through the integration. You will still have to enter these in SIAASGN and then create a PAP in Workday.**
- 8. In order for Part-time to be paid by February 9, 2024, all manual Period Activity Pays must be completed *AND* approved by the Chair by COB [Thursday, February 1, 2024](#).

**Different Part of Terms Breakdown and Pay Dates**

There will be four (4) Part of Terms for Spring Semester Term 202430: 1, 2, 3, and 8. Please note the specific Part of Term when entering the applicable PAPs. Using the wrong dates will result in incorrect and/or delayed pay.

**Part of Term 1 (15 weeks)\***

<b>Begin Date</b>	1/22/2024
<b>End Date</b>	5/12/2024
<b>Total of 9 pays</b>	1 <sup>st</sup> Pay Date on 2/9/24 9 <sup>th</sup> and Final Pay Date on 5/31/24

*\*Non-Instructional Workload should follow dates for full semester (Part of Term 1).*

**Part of Term 2 (7 weeks)**

<b>Begin Date</b>	1/22/2024
<b>End Date</b>	3/10/2024
<b>Total of 4 pays</b>	1 <sup>st</sup> Pay Date on 2/9/24 4 <sup>th</sup> and Final Pay Date on 3/22/24

**Part of Term 3 (7 weeks)**

<b>Begin Date</b>	3/25/2024
<b>End Date</b>	5/12/2024
<b>Total of 5 pays</b>	1 <sup>st</sup> Pay Date on 4/5/24 5 <sup>th</sup> and Final Pay Date on 5/31/24

**Part of Term 8 (13 weeks)**

<b>Begin Date</b>	2/5/2024
<b>End Date</b>	5/12/2024
<b>Total of 8 pays</b>	1 <sup>st</sup> Pay Date on 2/23/24 8 <sup>th</sup> and Final Pay Date on 5/31/24

## Reminder about Workload/ESH Limits

Equivalent Semester Hour (ESH): Per the SEIU contract, a PTF member is limited to a total of 11.5 ESH over the course of the Spring semester. The 11.5 ESH limit for Spring will include any ESH assigned during the Winter session.

## PAP Processing Reminders

- Make sure to enter all changes into SIAASGN first.
- For additional ESH after the Fall 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 Chair (PTF) and uploaded to Workday when you update the existing PAP.

## ESH Rates

As of the first day of the AY 23/24, the ESH rates for PTF are the following amounts:

Lecturer	\$1,460.00
Adjunct I	\$1,580.00
Adjunct II	\$1,690.00
Adjunct II+	\$1,705.00

## Weekly Service Hours Tool

We have also created a Weekly Service Hours Tool to 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. Please refer to the additional Excel attachment for the weekly service hours tool.

## Sub Pay Form

Please refer to the additional Excel attachment for the updated Sub Pay Form with new rates.

## General Reminders

- **Please note 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.
- 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 Fund, Cost Center, Program, Discipline, etc.
- ***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 PTF PAP in Workday (*same ones from Fall, use term 202430 for Spring*)
  - [Video, Job Aid](#)
- How to Use Crosswalk for Non-Instructional Workload
  - [Video](#)
- How to Process Sub Pays in Workday
  - [Video](#)

### Open Labs

HRSTM has set up two (2) open labs to assist with any questions you might have at the following times:

- Tuesday 1/23/24, 3-4 p.m. *before integration runs*
- Wednesday 1/31/24, 10-11 a.m. *after integration has run*

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).

### Verifying which PAPs have been Posted

You have two (2) options to confirm whether the PAPs have been posted in Workday.

- Run the “**MC – All Period Activity Pay Assignments**” report in Workday.
  - 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 (make sure to pick the one that says JM).
    - **Academic Periods** – Type in term number, e.g., 202430 for Spring.
    - **Period Activity Types** – You can filter here if you want to just see one type, e.g., PTF 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

Please contact [Rosalee Law](#), [Mary Kay Hinkle](#), or [Sandra Livia](#) if you need assistance or have any additional questions.

Thank you for your partnership in ensuring that all employees are paid accurately and on time.