Period Activity Pay for Student Employees

Quick Reference Guide

**Purpose:** This document informs HRPs who hire students how to compensate students in a lump-sum over a period of time.

- Period Activity Pay should be used to pay students a lump sum that will be equally distributed over the pay cycles included in the pay frame. See the Student Position Human Resource Protocol for more information. [https://studentemployment.uchicago.edu/](https://studentemployment.uchicago.edu/)

- Period Activity Pay is a step within the Hire and Add Job business processes in Workday.

- There are two ways to add Period Activity Pay (PAP).
  1. **Inbox Task:** This method is used when a student is hired into a position and/or an additional job that qualifies to be paid vis PAP is added to the student’s Workday record. This process is indicated in gray.
  2. **The Student’s Record:** This method is used when adding PAP to an existing position. Indicated in blue.
  3. You will follow either process to add PAP. The first two process steps and sub-steps are different. Starting at step 3, the remainder of process is the same.

**Complete a PAP Inbox Task:**

1. **From Your Workday Inbox, Select the Period Activity Pay Task**
   *(When hiring a student and/or an additional job is being added to the student’s Workday record.)*
2 – **Add Period Activity Pay**

A. Effective Date: Will Auto-Populate  
B. Academic Period: Select **All Academic Periods** and choose the appropriate academic year.  
C. Period Activity Rate Matrix: UChicago will Auto-Populate  
D. Select OK

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**Adding a PAP from the Student’s Record:**

1 – **From the Home Page, Enter the Student’s Name in the Search Box**  
***(when adding PAP to an existing position)***

A. Search student’s name to locate their Worker Record. When you locate the appropriate worker record, do the following:  
   o Click on Actions  
   o Select Compensation  
   o Select **Manage Period Activity Pay Assignments**
2 – Manage Period Activity Pay Assignment

A. Effective Date: Will auto-populate
B. Employee Name: will Auto-Populate
C. Position: Click the prompt and select the position

Employee Selection

Effective Date: 11/05/2020
Employee
Position

D. Academic Period: Click on the prompt, select All Academic Periods, select the appropriate academic year
E. Period Activity Matrix: Will auto-populate to UChicago

Assignment Details

Academic Period: 2020-2021 Academic Year
Period Activity Rate Matrix: UChicago

F. Quick Entry Choices: Do not fill in any information.

Quick Entry Choices

All Activities: Drill Instructors - Drill Instructors
Start Date: MM/DD/YYYY
End Date: MM/DD/YYYY

OK  Cancel
3 – Complete Period Activity Pay Matrix

Note: Some information may auto-populate depending upon which method you use to apply the Period Activity Pay.

A. Click the prompt for the reason. Select **Add Period Activity Pay**. Select one of the following:
   - Additional Assignment if you will compensate the student for an additional assignment
   - Hire if the student is a new hire and has never had a job entered in Workday.

Activity Column

B. Activity: Select the prompt, select **All Activities**, select the activity for the period activity pay.
C. Task: Leave Blank
D. Comment: Add comments as necessary
Activity Dates Column

E. Start Date: Enter the position effective date and/or the 6 bi-weekly pay periods as communicated from UChicago GRAD. Undergraduate student PAP should also align with these 6 bi-weekly pay periods.
F. End Date: Enter the anticipated end date for the position.
G. Use as Payment Date Range: Select this box only when you want payment dates to match the activity dates exactly.

Units Column

H. Quantity: Auto-populates to 1 based on Activity.
I. Assigned Unit Rate: Enter the compensation amount. This is typically used for hourly paid students who also hold monthly compensated positions. Quantity (hours) x Assigned Unit Rate (hourly rate) = Total Amount
Compensation Column

J. Total Amount: Indicates the total amount to be paid to the student. This will auto-populate based on the assigned unit rate.

K. Costing Overrides: If the PAP is being charged to a completely different account other than the default account associated with the position, Click the icon to change or add FAS Accounts and FAS Sub Accounts.
   - Click the + sign to add a new FAS Account and Sub Account.
   - Fill in the percentage that will get paid from each account.
   - Amount that will get paid from each account will auto-fill.
   - Click done
# Payments Column

L. **Start Date**: This date should align with the first day of a pay period.

M. **End Date**: This date should align with the last date of a pay period.

N. **Do Not Pay**: Check this box when you need to make an **on-demand payment**. This is when a student needs to get paid as soon as possible for various reasons, including catch-up payments. The request routes to a Student Employment Administrator for approval.

O. **Number of Payments**: The number of payments that the student will receive. For graduate students, align with the dates provided by UChicago Grad.

P. **Remaining Balance**: Indicates how much of the total amount has been paid to the student. The number of payments will auto-calculate based on the payment start and end dates entered.

Q. **Paid to Date**: Indicates the amount that has been paid to date on the Period Activity Pay.

R. **Select Submit**