

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/>
- 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.



Supporting Training:

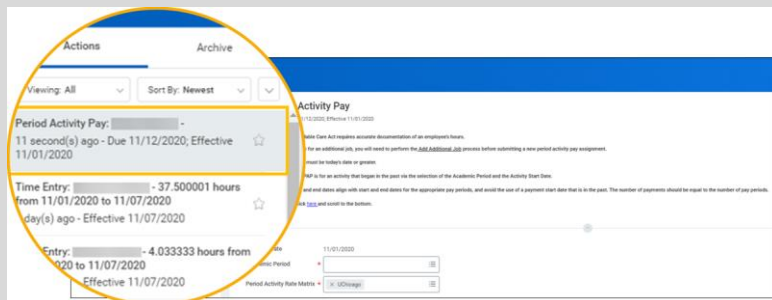
Foundations of Student Employment for HRPs

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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

Add Period Activity Pay
11 seconds ago - Due 11/17/2020 Effective 11/01/2020

PLEASE NOTE: The Affordable Care Act requires accurate documentation of an employer's hours.

- To pay an employer for an additional job, you will need to perform the **ADD ASSIGNMENT_JOB** process before submitting a new period activity pay assignment.
- The **Effective Date** entered must be today's date or greater.
- You can filter on the job title for an activity that begins in the past by the selection of the Academic Period and the Activity Start Date.
- Ensure the payment start and end dates align with start and end dates for the appropriate pay periods, and avoid the use of a payment start date that is in the past.
- For Payable schedule click [Link](#) and scroll to the bottom.

Effective Date: 11/01/2020

Academic Period: Search
2020-2021 Academic Year

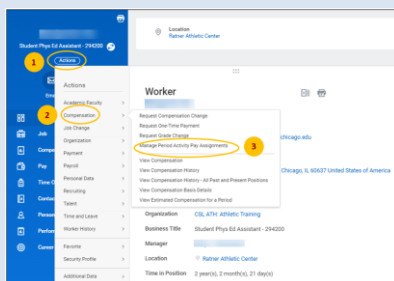
Period Activity Rate Matrix: UChicago

OK Cancel

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 *

Period Activity Rate Matrix *

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

Quick Entry Choices

All Activities

Start Date

End Date



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



*Units

Unit Type

Course

Quantity *

1

Default Quantity

0

Assigned Unit Rate *

0.00

Default Unit Rate

0.00

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.

*Compensation

Total Amount *


1,000.00

Currency

USD

Costing Overrides

0

- 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



2 Items

1,000.00 USD Total Amount 0.00 USD Amount Remaining

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	Percent	Amount
+	FAS Account: 422451 FAS Sub Account: 1515			50	500.00
-	FAS Sub Account: 1515		X FAS Account: 499567	50	500.00

Existing Accounts (points to first row)

New Account (points to second row)

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

Payments

Start Date
09/29/2020

End Date
12/12/2020

Do Not Pay

Number of Payments
6

Remaining Balance
1,000.00

Paid to Date