

Activity Pay

Activity Pay is the Workday functionality that allows the University to pay for activity-based or time constrained activities. It has a defined end date after which no additional payments will be made.

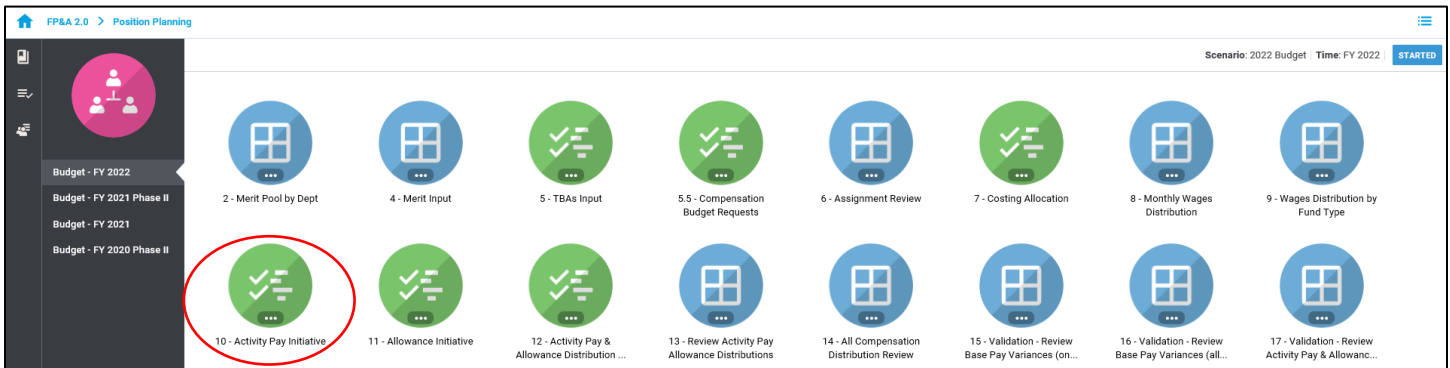
Activity pay is budgeted in Tidemark for Faculty or Non-Faculty employees. The below activities are to be budgeted as Activity pay:

- Administrative Supplements
- Graduate Assist/Teach/Research/Admin
- Graduate Students Trainees/Fellows
- Teaching Overloads
- Non-Teaching Overloads
- Other Teaching Summer Pay
- Summer 1 Teaching
- Summer 2 Teaching
- Summer Research

Activity Pay: **New Activity Assignment**

Step 1) **Navigate** to the Activity Pay initiative

- Path: [Tidemark >> FP&A 2.0 >> Position Planning >> Activity Pay Initiative](#)



The screenshot shows the 'FP&A 2.0 > Position Planning' interface. The left sidebar lists budget phases for FY 2022, FY 2021, and FY 2020. The main area displays a grid of 17 initiatives, each with a circular icon and a label. The '10 - Activity Pay Initiative' is circled in red. The top right corner shows 'Scenario: 2022 Budget | Time: FY 2022' and a 'STARTED' button.

Initiative ID	Initiative Name
2	Merit Pool by Dept
4	Merit Input
5	TBA's Input
5.5	Compensation Budget Requests
6	Assignment Review
7	Costing Allocation
8	Monthly Wages Distribution
9	Wages Distribution by Fund Type
10	Activity Pay Initiative
11	Allowance Initiative
12	Activity Pay & Allowance Distribution ...
13	Review Activity Pay Allowance Distributions
14	All Compensation Distribution Review
15	Validation - Review Base Pay Variances (on...
16	Validation - Review Base Pay Variances (all...
17	Validation - Review Activity Pay & Allowanc...

Step 2) **Select** your cost center level. Tidemark defaults your *slice* based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the *slice* and navigating down the hierarchy or searching for the desired cost center. It is recommended to add initiative records at the cost center level.

Position Planning / 2019 Test 2: 10 - Activity Pay Initiative for **Level 04 - Financial Planning and Analysis**

	Position	Sequence	Job Profile	Disbursement Pl	Period Activity N	Start Month	Start Day	End Month	End Day	Time	Activity Pay - Exit	Merit Dollar Incr	Activity Pay - Net	Activity Pay Tot
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Step 3) Click **+New**

Position Planning / 2019 Test 2: 10 - Activity Pay Initiative for [CC00442 Office of Budget and Financial Analysis](#)

	Position	Sequence	Job Profile	Disbursement Pl	Period Activity N	Start Month	Start Day	End Month	End Day	Time	Activity Pay - Exit	Merit Dollar Incr	Activity Pay - Net	Activity Pay Tot
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Step 4) **Complete** required fields in the pop-up window

Create Initiative

Employee: Select...

Position: Select...

Job Profile: Select...

Sequence: Select...

Time: FY 2022

Start Month: Select...

Start Day: Select...

End Month: Select...

End Day: Select...

Disbursement Plan: Select...

Period Activity Name: Select...

Activity Pay Text Field:

Activity Pay - Existing: -

Merit Dollar Increase:

Activity Pay - New:

Activity Pay Total Amount: \$0.00

No unsaved changes

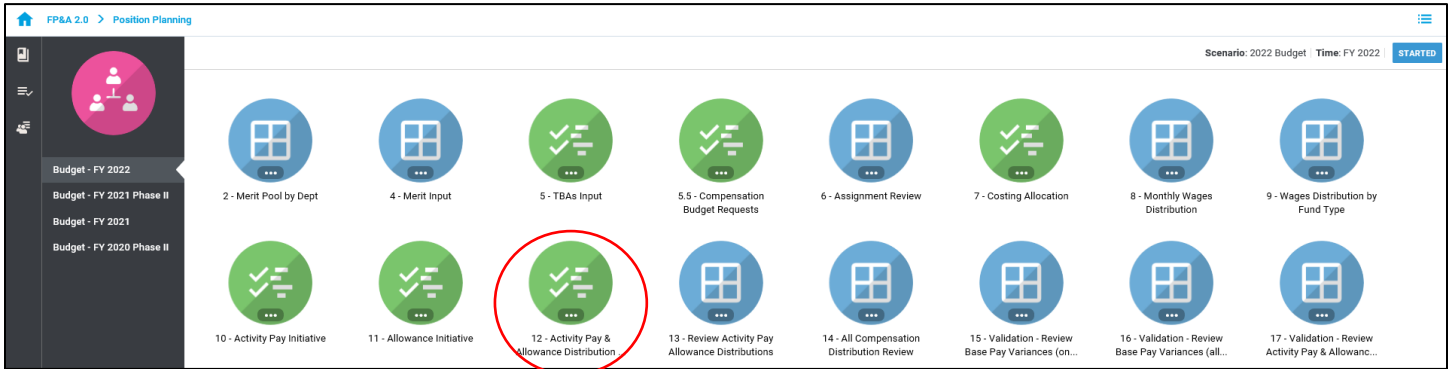
- a) **Employee:** select employee by searching for employee name or ID. If unknown, select the corresponding cost center / employee type (i.e. CC0000–Faculty TBA).
- b) **Position:** select position tied to activity pay assignment by searching for the position number or job profile. If unknown, select a TBA for the corresponding employee type and cost center (i.e. CC0000 – Faculty TBA or CC0000 – Non-Faculty TBA).
- c) **Job Profile:** If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Administrative Assistant). If a position number does not exist but the job profile is known, select the job profile for the underlying TBA (e.g. Accountant, Financial Analyst, Administrative Assistant).
- d) **Sequence:** for new activity assignments, select a sequence number in the drop-down menu, **starting on 1 - AP**. To extend *existing* activity assignments, please see sample scenario # 2 titled “Existing Activity Assignment”
- e) **Time:** defaulted to FY 2022
- f) **Start Month/Day and End Month/Day:** select period corresponding to activity assignment
- g) **Disbursement Plan:** select a disbursement plan corresponding to the employee type:
 - **Monthly employees (Faculty & Non-Faculty):** General Salary Plan
 - **9-Month Faculty:** Academic Salary Plan – 9 Month
 - **9/12-Month Faculty:** Academic Salary Plan – 9/12
- h) **Period Activity Name:** select activity
- i) **Activity Pay – Existing:** field will populate for active assignments loaded from Workday only. Please see sample scenario # 2 titled “Existing Activity Assignment”
- j) **Merit Dollar Increase:** field not applicable for new activity assignments
- k) **Activity Pay – New:** enter total amount for the activity pay assignment
- l) Click **Save**
- m) **Costing Allocation:** enter costing allocation. Please see instructions on costing allocations for activity pay.

Create Initiative	
Employee	CC00443 - Faculty TBA
Position	CC00443 - Faculty TBA
Job Profile	Professor
Sequence	1 - AP
Time	FY 2020
Start Month	2019.Jun
Start Day	1
End Month	2020.May
End Day	31
Disbursement Plan	General Salary Plan
Period Activity Name	Administrative Supplement
Activity Pay Text Field	
Activity Pay - Existing	-
Merit Dollar Increase	0
Activity Pay - New	5000
Activity Pay Total Amount	\$5,000.00

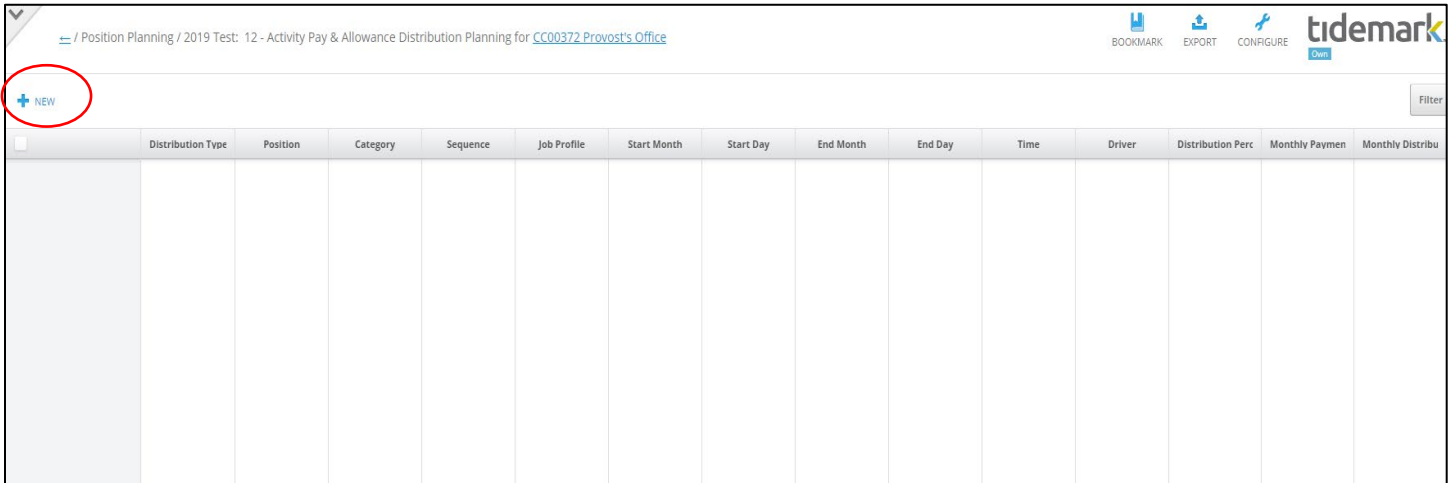
Activity Pay: Costing Allocation

Step 1) **Navigate** to the Activity & Allowance Distribution Planning

- Path: [Tidemark >> FP&A 2.0 >> Position Planning >> Activity Pay & Allowance Distribution Planning](#)



Step 2) Click **+NEW**



Step 3) **Complete** required fields in the pop-up window

Create Initiative ✕

Distribution Type	<input type="text" value="Select..."/>
Employee	<input type="text" value="Select..."/>
Position	<input type="text" value="Select..."/>
Job Profile	<input type="text" value="Select..."/>
Sequence	<input type="text" value="Select..."/>
Time	<input type="text" value="FY 2023"/>
Start Month	<input type="text" value="Select..."/>
Start Day	<input type="text" value="Select..."/>
End Month	<input type="text" value="Select..."/>
End Day	<input type="text" value="Select..."/>
Category	<input type="text" value="Select..."/>
Driver	<input type="text" value="Select..."/>
Distribution Percentage	<input type="text" value="0"/>
Monthly Payment	0
Monthly Distribution Payment	0

No unsaved changes

- a) **Distribution Type:** select distribution type
- b) **Employee:** select employee by searching for employee name or ID
- c) **Position:** select position ID entered in the activity pay input panel
- d) **Job Profile:** If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Professor, Accountant, Sr. Financial Analyst). If a position number does not exist but the job profile is known, select the job profile for the underlying TBA (e.g. Professor, Accountant, Sr. Financial Analyst).
- e) **Sequence:** for new activity pay assignments, select a sequence number in the drop-down menu, **starting on ref 1 - AP.**
- f) **Time:** defaulted to FY 2023
- g) **Start Month/Day and End Month/Day:** select period entered in the activity pay input panel
- h) **Category:** select applicable category
- i) **Driver:** enter corresponding Driver Worktag
 - a. *To distribute across multiple accounts, please enter additional records using the "Clone" option and adjust the distribution % as applicable*
- j) **Distribution Percentage:** enter % to be distributed in current Driver Worktag
- k) **Monthly Payment:** calculated field; displays total monthly payment
- l) **Monthly Distribution Payment:** calculated field; displays % distributed in Driver Worktag
- m) Click **Save**

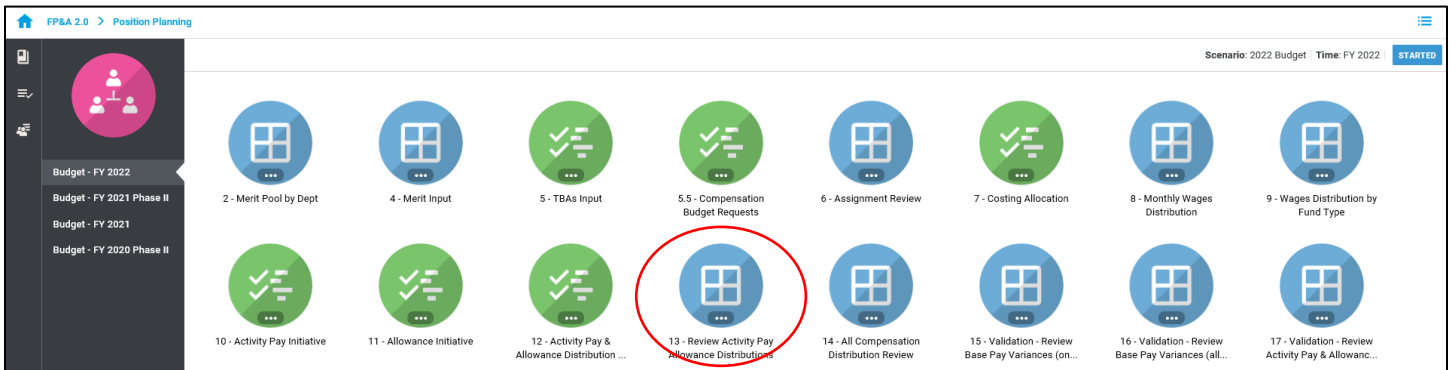
Note: When entering costing allocations, please make sure all applicable fields match the assignment for which you are entering a costing allocation. For example, employee, position, sequence, and start/end date **must** match the activity pay assignment information entered in the activity pay input initiative.

Activity Pay: Review Activity Pay Distribution

Once you have completed your **Activity Pay Assignment** and **Activity Pay Distribution**, you may review all assignments with costing allocations in the **“Review Activity Pay & Allowance Distribution”** panel. Please make sure all assignments have a corresponding distribution that equals 100%.

Step 1) **Navigate** to the Review Activity Pay & Allowance Distributions

Path: [Tidemark >> FP&A 2.0 >> Position Planning >> Review Activity Pay Allowance Distributions](#)



Step 2) **Select** page edges (filters) you would like to display

