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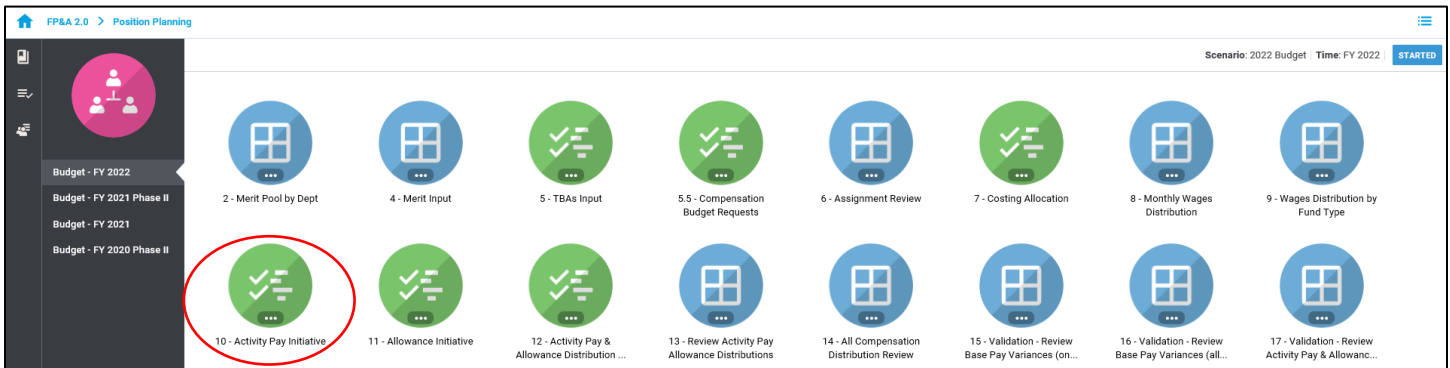
Activity pay is budgeted in Tidemark for Faculty or Non-Faculty employees. <u>The below activities are to be budgeted as Activity pay:</u>

- 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

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.

Step 3) **Click +New**

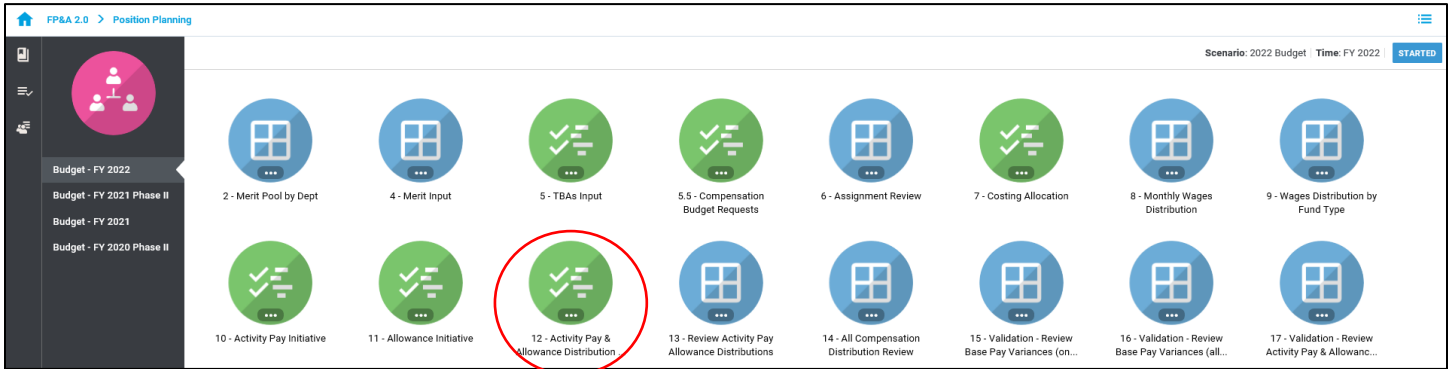

Step 4) **Complete** required fields in the pop-up window

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.

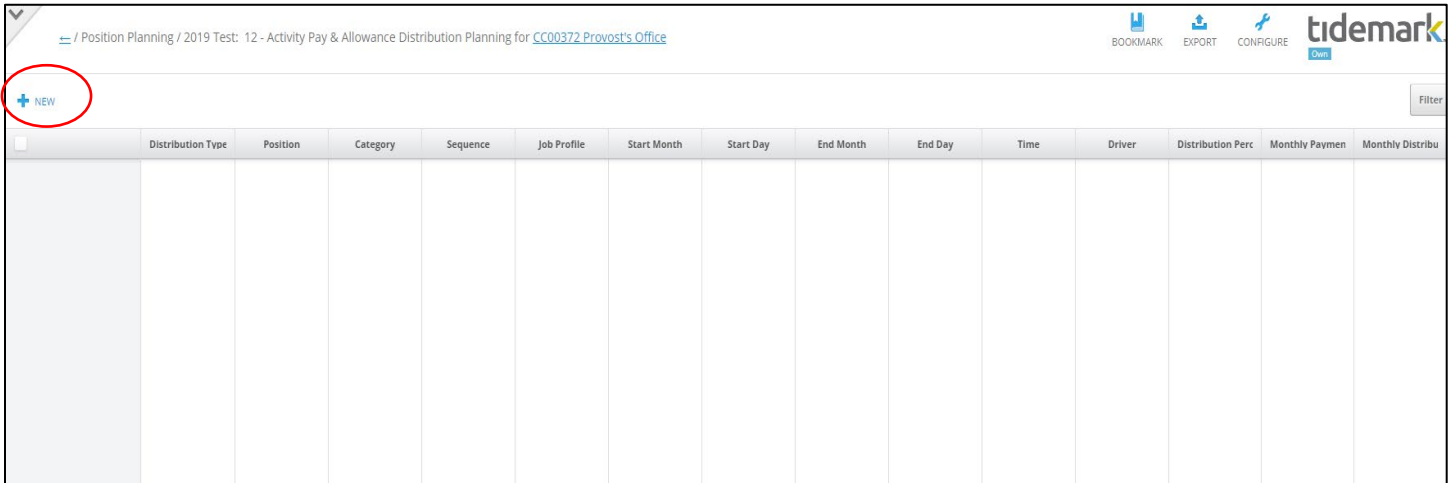| Create Initiative	✕
Employee	CC00443 - Faculty TBA
Position	CC00443 - Faculty TBA
Job Profile	Professor
Sequence	1 - AP
Time	FY 2020
Start Month	2019.Jun
Start Day	1
End Month	2020.May
End Day	31
Disbursement Plan	General Salary Plan
Period Activity Name	Administrative Supplement
Activity Pay Text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

CANCEL   SAVE ⇕

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

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 <u>total</u> 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
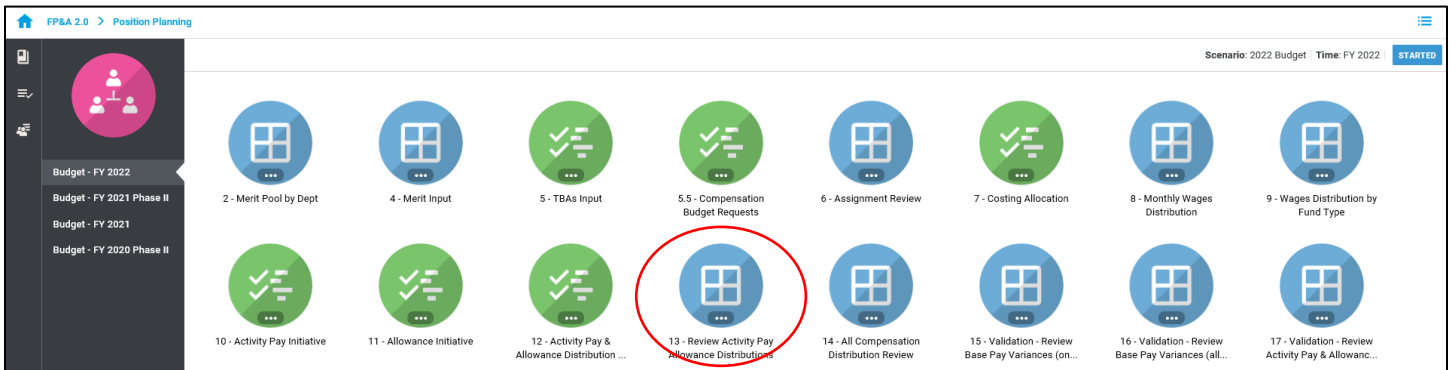
Step 2) **Select** page edges (filters) you would like to display