INTRODUCTION

This job aid covers three topics: 1) Request Compensation Change; 2) Process One-Time Payment, and 3) Manage Period Activity Pay for *Adjunct Faculty*, *Directed Study*, *Out of Class Assignments (Additional Pay)*, and *Program Coordination (Additional Pay)*. As you become more familiar with Workday, you will discover different ways to navigate to common business processes (i.e., via My Team Worklet, via Compensation Worklet, via Global Search, etc.). In the following examples, we will use the My Team worklet to access employee compensation actions.

REQUEST COMPENSATION CHANGE

A compensation change can be initiated for an employee allowance or to make a salary correction. In this example, we will initiate an employee allowance.

1. From the Home Page, click the **My Team** worklet.

2. Scroll down to the appropriate employee's box, and click their **Related Actions** button.

3. Select **Compensation**.

4. Select **Request Compensation Change**.

5. Enter the **Effective Date**.

6. Enter the **Reason** (Variable Compensation Change > Allowance Change).
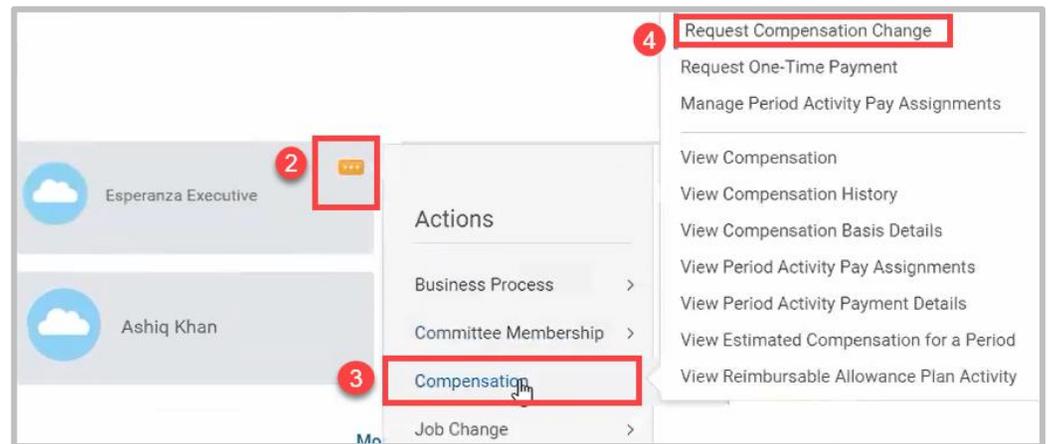
7. Click **OK**.

8. Scroll down the page to the **Allowance** section, and click **Add**.

9. In the **Compensation Plan** search box, select **By Compensation Rule**.

10. Select the appropriate compensation (**Housing Allowance**).
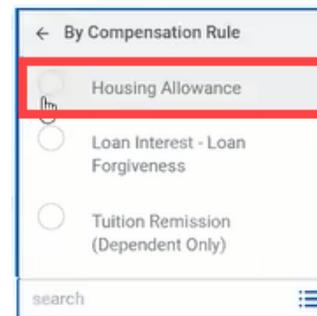
11. Enter the **Amount** (annual).

12. Click the **Checkmark** to save your entries.

13. Click **Submit**. The request will be routed for approval.

PROCESS ONE-TIME PAYMENT

1. From the Home Page, click the **My Team** worklet.

2. Scroll down to the appropriate employee's box, and click their **Related Actions** button.

3. Select **Compensation**.

4. Select **Request One-Time Payment**.

5. Insert the **Effective Date**.

6. Click **OK**.

7. Scroll down the page to the **One-Time Payment** section and click **Add**.

8. In the **One-Time Payment Plan** search box, select **All Plans**, and then the appropriate payment type from the list.

Note: You will only see payment types for which the employee is eligible. In this example, *Honorarium* was selected.

9. Enter the **Amount**.

Please note that an honorarium needs to be less than or equal to $1500. If it is more, an Error message shows on the screen.

10. Click on the Check Box.

11. Click **Submit**. The request will be routed for approval.

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PERIOD ACTIVITY PAY FOR NON-PHP (PREFERRED HIRING POOL) ADJUNCT TEACHING ASSIGNMENT

Special Note: *Additional Job* and *Period Activity Pay* actions will replace the additional-pay EPAF process in Banner. Work for another department will be handled as an *Additional Job* in Workday. In this Job Aid, we will demonstrate the four most widely used *Period Activity Pay* processes. The same process can be used for these other pay actions/assignments: Department/Committee Chair; Facilitation/Speaker duties; Faculty Overload; Grading/Reading Capstone/Thesis duties; Grant Research/Distribution; Group/Program/Course/Curriculum administration, development, director, or lead; Law Adjunct teaching; Mentoring/Advising/Tutoring/Preceptor; Non-PHP Directed Study teaching (1-4 unit classes); Out-of-Class (Exempt); PHP-Adjunct teaching; PHP Directed Study teaching (1-4 unit classes); PHP2 Adjunct teaching; PHP2 Directed Study teaching (1-4 unit classes); Staff Who Teach; Teach Summer/Intercession courses. Contact compensation@usfca.edu to determine how these duties will be categorized.

To compensate a Non-PHP adjunct-faculty teaching assignment, please use the following **Maintain Period Activity Pay** process.

1. From the Home Page, click the **My Team** worklet.

2. Scroll down to the appropriate employee's box, and click their **Related Actions** button.

3. Select **Compensation**.

4. Select **Manage Period Activity Pay Assignments**.

5. Enter the **Effective Date**.

6. In the **Assignment Details** section, click the **Academic Period** prompt and select the appropriate term for the assignment. In this example, the *Fall 2018-2019* term was selected.
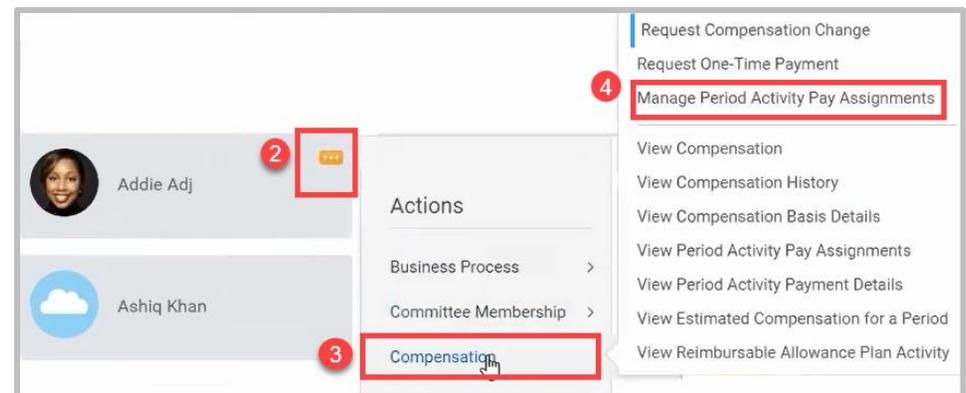
   Note: The **Period Activity Rate Matrix** defaults in.
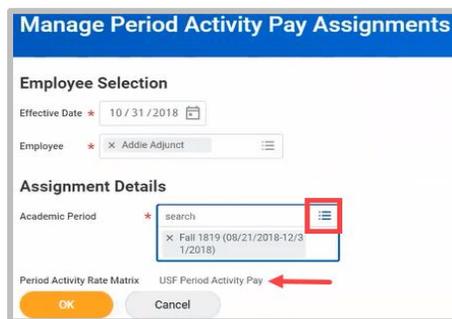
7. Click **OK**.

8. In the **Reason** field, click the prompt and select the appropriate reason for the assignment (*Period Activity Pay >Add Activity - New Assignment*).

9. Click the **[+]** to create a new activity pay assignment.

10. Click the prompt in the **Activity** field, select **By Category** and scroll to the desired position.

Note: If you already know the position title, you can click inside the blank Activity field, and type the first few letters of the position title into the search field, and click **Enter**. Make your selection from the search results.

In this example, we selected *Non PHP Adjunct Primary Assignment*. (Directed Study assignments will be covered in the next section.)

Notice in the **Compensation** column, the **Total Amount** field will be automatically populated with the *per-unit total* based on the activity selected.

11. Enter the **Start Date**. This is typically the start date of the semester or teaching assignment, or the faculty hire date, whichever is later.

12. Enter the **End Date**. This is typically the end date of the semester or teaching assignment, whichever is later.

13. In the **Task** field, choose the class that is being taught.

    Notice in the **Units** column, the **Quantity** field will be automatically updated with the *number of units* for the course, and the Total Amount will update accordingly. Please be sure to update the **Comment** Box with your reasoning. You may update the U*nits* and/or *Total Amount* fields, as necessary.

14. Click the **Use as Payment Date Range** checkbox. This will automatically default the beginning and ending payment dates. Because employees are paid semi-monthly, the system tells you exactly how many pay dates fall within the Start Date and End Date range you entered.

    Note: If you have another activity pay assignment for this employee, repeat **Steps 9 – 13**.

15. Click **Submit** when you have finished. The request will be routed for approval.

PERIOD ACTIVITY PAY FOR DIRECTED STUDY

To demonstrate this scenario, we will assign period activity pay for a Directed Study, starting from the employee's **Period Activity Pay Assignment** page.

1. Navigate to the desired employee's **Related Actions** > **Compensation** > **Manage Period Activity Pay Assignments**.

2. Enter the **Effective Date, Assignment Details (Academic Period)** and click **OK**.

3. Enter the **Reason** (*Period Activity Pay >Add Activity - New Assignment*).

4. Click the **[+]** to add a new assignment.

5. Click the prompt in the **Activity** field, select **By Category** and scroll to the desired position, or enter the position title and click **Enter**. (In this example, we selected, *PHP Directed Study Teaching 3 Unit Class*).

6. In the **Quantity** field, enter the number of students in the class.

   Notice in the **Compensation** column, the **Total Amount** will automatically update based on the quantity of students entered.

7. Enter the **Start Date** of the class.

8. Enter the **End Date** of the class.

9. Click the **Use as Payment Date Range** checkbox.

   In the **Payments** column, you will be able to see the number of payments within the Start Date and End Date range.

10. Click **Submit**. The request will be routed for approval.

PERIOD ACTIVITY PAY FOR OUT OF CLASS ASSIGNMENT

Employees performing work outside of their normal job classification may receive additional pay for Out-of-Class assignments. Out-of-Class assignments will need to be evaluated by Compensation *prior* to being entered into Workday. Please forward relevant documents for review to: compensation@usfca.edu.

1. From the Home Page, click the **My Team** worklet.

2. Scroll down to the appropriate employee's box, and click their **Related Actions** button.

3. Select **Compensation**.

4. Select **Manage Period Activity Pay Assignments**.

5. Enter the **Effective Date**.

6. In the **Assignment Details** section, click the **Academic Period** prompt and select the appropriate term for the assignment. In this example, *Fiscal Year 2018-19* was selected.
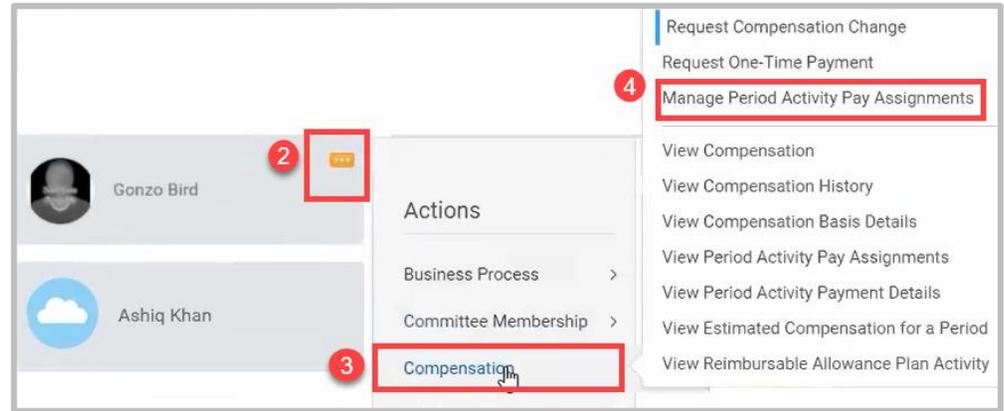
   Note: The **Period Activity Rate Matrix** defaults in.
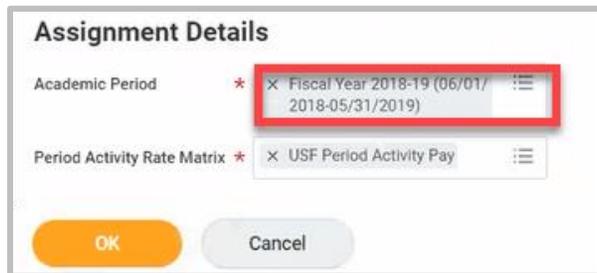
7. Click **OK**.

8. In the **Reason** field, click the prompt and select the appropriate reason for the assignment (*Period Activity Pay>Add Activity – New Assignment*).

9. Click the **[+]** to create a new activity pay assignment.

10. Click in the **Activity** field and type "Out of Class." Make your selection from the search results (Here, the employee is *Hourly*).

11. In the **Total Amount** field, enter the additional hourly rate of pay for this assignment. (In this example, it is an extra *$10 per hour*).

Note: In Workday, this compensation calculation is done using an hourly rate versus an annual rate of pay.

12. Enter the **Start Date** for the assignment.

13. Enter the **End Date** for the assignment.

Note: In order to determine the quantity, you will need to calculate the total number of work hours for this assignment.

14. Now, in the **Quantity** field, enter the total number of hours for this assignment (in this example, *400 hours*).

The **Total Amount** will update accordingly.

15. Click the **Use as Payment Date Range** checkbox. This will automatically default the information in the **Payments** column, and you will be able to see the number of payments within the Start Date and End Date range.

16. Click **Submit**. The request will be routed for approval.

PERIOD ACTIVITY PAY FOR PROGRAM COORDINATION

To demonstrate this scenario, we will assign period activity pay for Program Coordination starting from the employee's **Period Activity Pay Assignment** page.

1. Navigate to the desired employee's **Related Actions** > **Compensation** > **Manage Period Activity Pay Assignments**.

2. Enter the **Effective Date**.

3. Enter the **Reason** (*Period Activity Pay>Add Activity – New Assignment*).

4. Click the **[+]** to add a new activity pay assignment.

5. Click in the **Activity** field and type "Program Coordination." Make your selection from the search results.

Note: Program Duties consists of five different roles: Administrator, Coordinator, Developer, Director or Lead, each having an associated hourly rate. (In this example, we selected *Group/Program /Course/Curriculum Development.*)

Note: In Workday, this compensation calculation is done using an hourly rate versus an annual rate of pay.

In order to determine the quantity, you will need to calculate the total number of work hours for this assignment.

6. In the **Quantity** field, enter the number of hours for this assignment.

Note that the **Total Amount** will automatically update based on the quantity of hours entered.

7. Enter the **Start Date** of the class.

8. Enter the **End Date** of the class.

9. Click the **Use as Payment Date Range** checkbox.

Notice in the **Payments** column, you will be able to see the number of payments within the Start Date and End Date range.

10. Click **Submit**. The request will be routed for approval.