

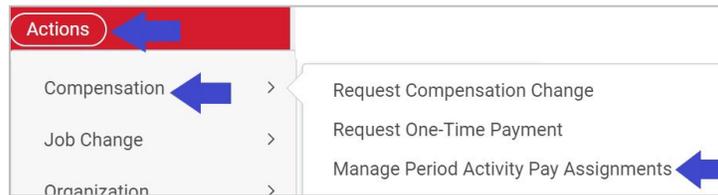
**Purpose:** Period Activity Pay (PAP) is a set amount to be paid to an employee over a specified date range. This QuickCard describes the steps to initiate PAPs in Workday for Faculty Summer Salary / Off-Contract Research (OCR) payments from sponsored projects (5-ledger).

**Workday PAP Workflow (5-ledger):**  
College→Provost Office→NURES Finance→Payroll

**Important Links:**  
[Log in to Workday](#)  
[Job Aid: Initiate Period Activity Pay](#)  
[NURES Guidelines for IBS & Summer Salary](#)

## Getting Started:

Log in to Workday and search for the employee to access their profile. To initiate a new Period Activity Pay request, navigate to **Actions > Compensation > Manage Period Activity Pay Assignments**.



## Completing the Period Activity Pay Form:

1. In the Manage Period Activity Pay Assignments pop up page, complete the **Employee Selection** and **Assignment Details**. Click OK.

### Manage Period Activity Pay Assignments

**Employee Selection**

Effective Date \*

Employee \*

Position \*

**Assignment Details**

Academic Period \*

Period Activity Rate Matrix \*

**Quick Entry Choices**

**Effective Date:** Use today's date  
**Employee Name:** (auto populates)  
**Position:** If there are multiple jobs for the selected employee, the position selection field will appear. Select the appropriate position for the employee.

**Academic Period:** Select the period that best aligns with the OCR period start/end dates:  
 - Summer 1 (May-June OCR)  
 - Summer 2 (July-August OCR)  
 - Summer Full Semester (May-August OCR)  
 - Spring/Fall Semesters (for non-summer OCR)  
**Period Activity Rate Matrix:** Select the employee's college

**Quick Entry Choices:** (leave blank)

2. In the next page, enter the **Reason:** Period Activity > Add Period Activity Pay > New Assignment.

Academic Period \* Summer Full 2022 Semester (05/09/2022-08/27/2022)

Rate Matrix Default Period Activity Rate Matrix

Reason \*

**Reason:** Period Activity > Add Period Activity Pay > New Assignment

# QuickCard: Period Activity Pay for Off-Contract Research

- In the PAP table, complete the **Activity, Activity Dates, Units, and Compensation** sections.  
*Note: Include IBS calculation and description of work on grant(s) in the **Activity Comments** section.*

**Activity:** OCR - Off Contract Research

**Comment:** Add IBS calculation and brief description of work on grant(s)  
*\*Reminder: PAPs lacking justification will be returned to submitter.*

**Activity Start/End Dates:** Enter dates of work performed during OCR period  
*\*Note: Override semester term dates as needed. Alert messages can be ignored.*

**Units:** Qty: 1, Rate: Enter total OCR payment

**Compensation:** Amt: Enter total OCR payment

**Payments:** Start Date: 05/01/2022, End Date: 08/31/2022

**Compensation Costing Overrides:** Click the button to enter the appropriate Banner indices and allocation (see step 4)  
*\*Reminder: OCR start/end dates should fall within the approved budget period of every index.*

**Payment Start/End Dates:** (defaults to OCR Activity Dates)  
*\*Note: Retro payments will be processed by Payroll team in the next pay cycle.*

- In the Costing Overrides pop up page, add the **Banner Index** and corresponding **Percent**.  
*Note: Multiple Banner indices can be added to split total amount of compensation.*

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Banner Index	*Additional Worktags	Percent	Amount
	Fund: FD001 Operating Fund Location: NU Boston Campus		500999 HHS LOC	(leave blank)	100	32,000.00
	Fund: FD001 Operating Fund Location: NU Boston Campus		500999 HHS LOC	(leave blank)	50	16,000.00
	Fund: FD001 Operating Fund Location: NU Boston Campus		501999 NSF LOC	(leave blank)	50	16,000.00

- Optional:** for additional Off-Contract payments click + button and repeat steps 3-4.

- Enter any additional comments and click **Submit**.

Please contact the Research Finance team with any questions: [Fred Crompt, Sr. Compliance Specialist, Research Finance](#).