QuickCard: Period Activity Pay for Off-Contract Research

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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 indexes).

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 Calculating 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**.
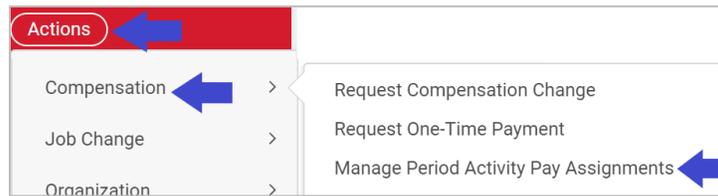
Completing the Period Activity Pay Form:

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

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.

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

Getting Help
Support: Research_Finance@northeastern.edu
Last Updated: 4/8/2022

3. 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.

*Activity	*Activity Dates	*Units	*Compensation	Payments
Activity * × OCR - Off Contract Research Task Comment 1) IBS calculation: $80,000/8 = $10,000 x 3.2 mo. = $32,000 2) SOW: PI conducting test to...	Start Date * 05/01/2022 End Date * 08/31/2022 Use as Payment Date Range ☑ Weeks in Activity Period 17.57	Unit Type Flat Amount Quantity * 1 Default Qu 0 Assigned Unit Rate * 32,000.00	Total Amount * 32,000.00 Currency USD USD Costing Overrides 0	Start Date 05/01/2022 End Date 08/31/2022 Do Not Pay ☐ Number of Payments

Qty: 1

Amt: Enter total OCR payment

Rate: Enter total OCR payment

Compensation Costing Overrides: Click the button to enter the appropriate Banner indexes 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.

4. In the Costing Overrides pop up page, add the **Banner Index** and corresponding **Percent** total.
   Note: Multiple Banner Indexes 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 HOLDING	(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

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

⊕	*Activity	*Activity Dates	*Units	*Compensation	Payments

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