


Review Period Activity Pay - Overview

This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Managers** through the task of reviewing and approving a Period Activity Pay (PAP), including entering Costing Overrides.

Period Activity Pay is one of the Workday HCM (Human Capital Management) processes that trigger actions for Payroll Costing Managers. This QRG will walk through what the Payroll Costing Manager will do upon receipt of the item in their “My Tasks” inbox in Workday.

 <p>CAUTION</p>	<p>Do not approve the Period Activity Pay without first reviewing/modifying the costing information. This is the primary purpose for routing this business process to Payroll Costing Managers.</p> <p>If a Costing Override is NOT entered, the Period Activity Pay will cost to either:</p> <ul style="list-style-type: none"> • The allocation entered by the initiator (which may be incorrect or absent) • The costing allocation in place for the worker (this can be found by navigating to the worker in Workday and clicking Pay on the left side of the screen).
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Period Activity Pay

On the Workday **Home** screen:

- 1) Navigate to your **My Tasks** inbox.
Click the My Tasks icon in the upper right-hand corner of the Home Screen.

In the **Inbox**:

- 2) Select the Period Activity Pay that has routed to you.
This will open the **Review Period Activity Pay Assignment** task.


 <p>NOTE</p>	<p>Only one approval by a Payroll Costing Manager is required for a PAP Event. In situations where a Period Activity Pay has more than one costing override, the Payroll Costing Manager will validate all costing on the request.</p>
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Under **Review Period Activity Pay Assignment**:

- 3) Confirm **Position** is correct.
If this Period Activity Pay has been entered for the incorrect Position, send back to the requestor using the **Send Back** button at the bottom of the page. Enter the change required in the **Reason** field.
- 4) Review/modify **Reason**.

In the table:

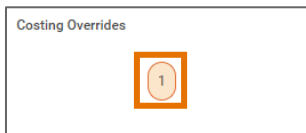
- 5) Review/modify the following:
 - a) **Activity**
 - b) **Start and End Dates**
 - c) **Quantity**
 - d) **Assigned Unit Rate**
 - e) **Total Amount**

 <p>NOTE</p>	<p>Payroll Costing Managers making changes to the areas above should leave a comment in the field below the Period Activity Matrix to explain what changes were made. This comment will remain with the business process and is important for audit trail purposes.</p>
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- 6) Send back, if desired.
If any of the above elements are incorrect and you prefer to send back to the initiator for changes, use the **Send Back** button at the bottom of the page and enter the change required in the **Reason** field. Otherwise, continue.

- 7) Review/modify **Costing Overrides**.

- a) Click on the number below **Costing Overrides**.



- b) Enter costing override worktags to allocate costs to desired worktags:
 - **Costing Company** – Must be updated if the worker’s pay is being allocated to another Company’s FDM string (e.g., if a Rector and Visitors employee is being funded by the Medical Center or University Physicians Group).
 - Select desired **Gift, Grant, Designated** or **Project** – required if Rector & Visitors or Wise is selected as Costing Company (or is the Worker’s Company). These are driver worktags, therefore may populate related worktags (e.g., **Fund, Cost Center, or Function**).

 <p>NOTE</p>	<p>If a Grant worktag is selected, you may receive warnings/errors for the following:</p> <ul style="list-style-type: none"> • If the Grant Start Date and End Date does not fall within the Period Activity Start Date and End Date. • Award Line (grant) Lifecycle Status: <ul style="list-style-type: none"> ○ Warning – Closeout in Progress ○ Error – Closed, Closed with Open AR, New Award Setup in Progress, or Spending on Hold • Period Activity Type cannot use Grant Worktag in allocation.
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For clarification on these, contact AskFinance@virginia.edu and your question will be routed to the Office of Sponsored Programs (OSP).

If a cost share grant is selected, a set of default worktags will auto-populate. However, there may be alternative allowable worktags that can be selected (as previously established during the Award Setup process).

- **Cost Center** – If a **Gift, Grant, Designated, or Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- **Function** – If a **Gift, Grant, Designated, or Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- **Program**, if desired.
- **Activity**, if desired.
- **Assignee**, if desired.
- **Optional Worktags**, if desired.
- **Distribution Percent and Amount** – The Distribution Percent and Amount fields are used to allocate how much of the Period Activity Pay will be applied toward the final costing allocation.

c) Add new row(s) to split the distribution percent/amount between more than one set of worktags, if desired:

i) Select the plus button to add new row(s) and allocate costs to worktags



ii) Enter costing worktags as in Step 6.c.

iii) Enter **Distribution Percent and Amount** - In allocations where the distribution is split, each line must have a percentage and amount identified. The distribution percent fields must total 100% and the amount fields must add up to the total amount of the Period Activity Pay.

d) Verify Total Amount/Amount Remaining calculation:

At the top of the window, you will see Total Amount and Amount Remaining. The Total Amount should be the entire amount of the Period Activity Pay, and the Amount Remaining should be zero if the allocation is entered correctly.

555.00 USD	0.00 USD
Total Amount	Amount Remaining

e) Click **Done** to save your changes.

8) Review Comments, Process History, and Attachments, as applicable.

9) Add your own Comment or Attachments, if desired.

10) Click the **Approve** button to approve the Period Activity Pay and send forward with Costing Override in place.

You have successfully completed this task!