

Editing/Ending a scheduled Period Activity Pay is all part of the same process/task in Workday: Manage Period Activity Pay Assignments. There could be many reasons you would come in to adjust a Period Activity Pay, but the path you take depends on one question: Has the Period Activity Pay made any payments, or not? Aside from answering this question, you need to know: the position on which the Period Activity Pay is scheduled, and the Academic Period used when scheduling the payment (e.g. Academic Year/Calendar Year/Specific Semester).

If the Period Activity Pay has made payments, and you wish to discontinue any further payments, you'll edit the Period Activity Pay and adjust the Total Amount scheduled to match the payments that have been made to date.

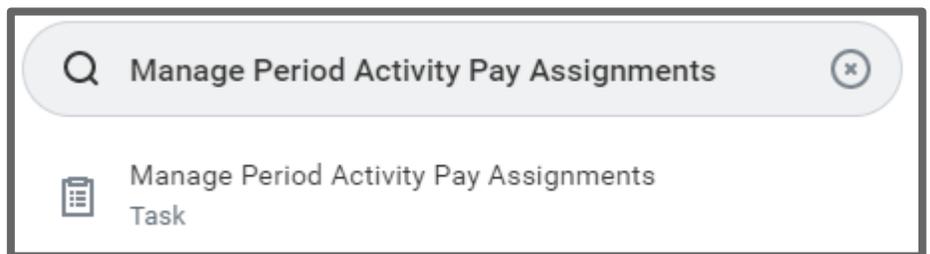
If the Period Activity Pay has not made any payments, and you need to ensure it doesn't make any payments, you'll end the Period Activity Pay by checking the 'Do Not Pay' box within.

If you've scheduled a Period Activity Pay on an employee's position by accident, then you need to reach out to AskHR and request the error be rescinded.

You may need to edit the Costing Override section of the Period Activity Pay. If so, you will complete steps 1-6D (Note: Step 6D will route you to another guide).

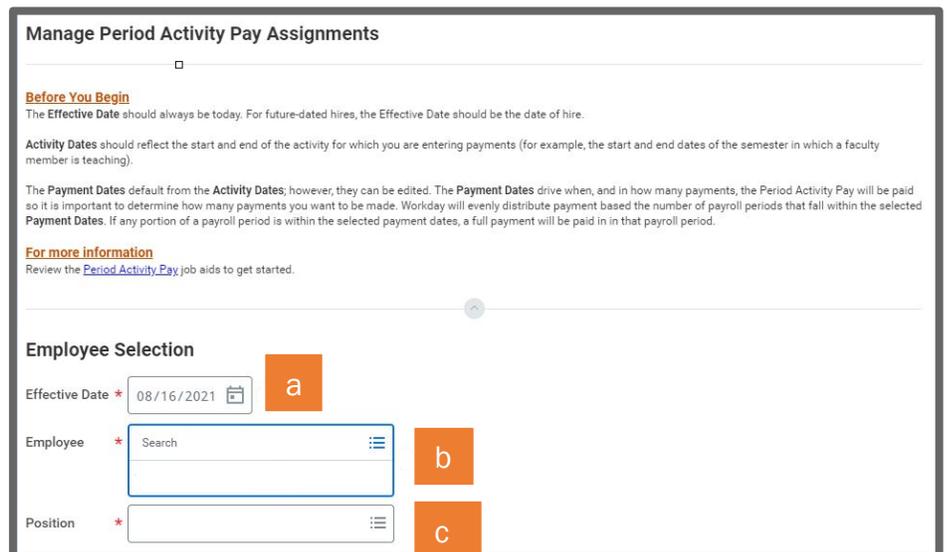
Edit/End Period Activity Pay

1. Type 'Manage Period Activity Pay Assignments' in the Workday searchbar and select the task that appears below.



2. On the Manage Period Activity Pay Assignments page, under the Employee Selection:

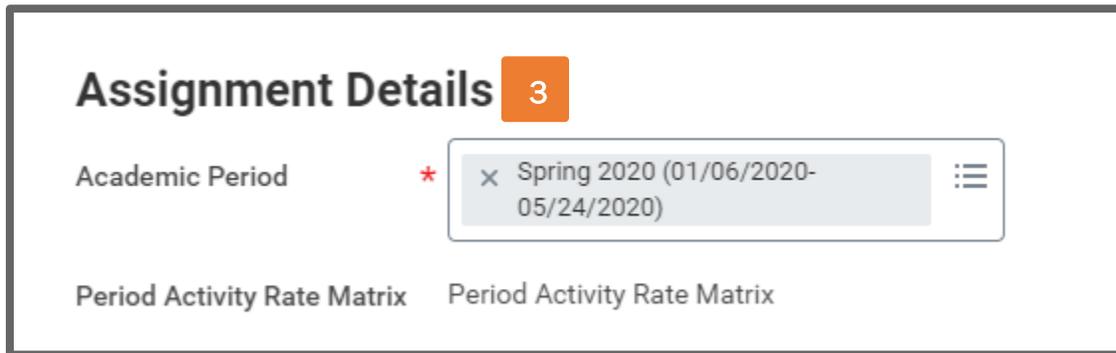
- A. Leave the **Effective Date** as today, unless you're adjusting a future dated Period Activity Pay in which case, you'll use the Effective Date that was originally scheduled.



- B. Enter the Employee's name in the Employee field.
- C. Enter the Position on which the Period Activity Pay is scheduled in the Position field.

- Under the Assignment Details section, enter the Academic Period on which the Period Activity Pay is scheduled.

Note: you'll know you selected an Academic Period with a scheduled Period Activity Pay when the Period Activity Pay Rate Matrix appears as it does in the image below; if it instead appears as a 'clickable' prompt (e.g. like the Academic Period box), you've selected the wrong Academic Period.

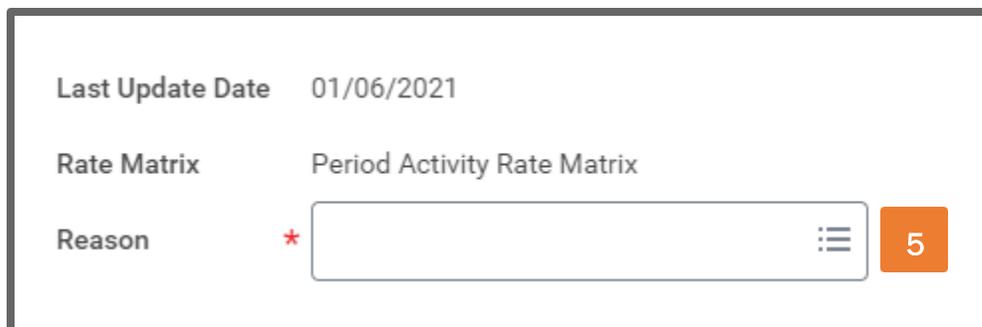


The screenshot shows the 'Assignment Details' section with a red '3' in a box. The 'Academic Period' field is highlighted with a dropdown menu open, showing 'Spring 2020 (01/06/2020-05/24/2020)'. Below it, the 'Period Activity Rate Matrix' is displayed.

- Click **OK**

Note: You don't need to adjust Quick Entry Choices for editing/ending a Period Activity Pay.

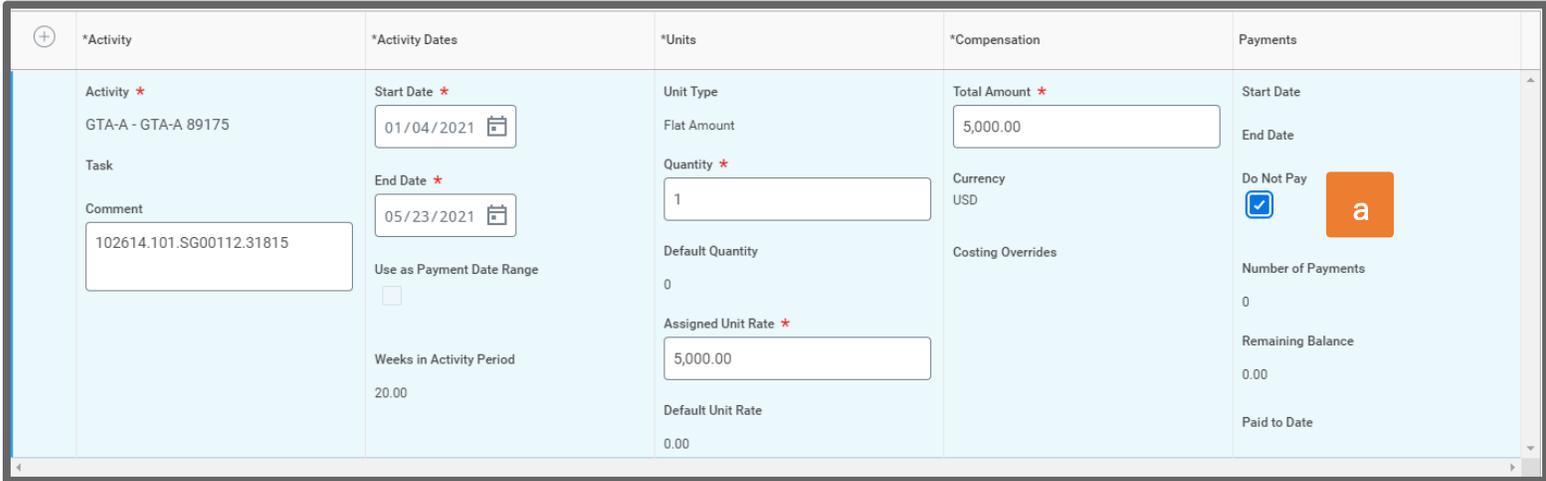
- On the Period Activity Pay screen, enter the **Reason** that best fits.
 - If you're adjusting the total, use **Adjust Activity Pay** category.
 - If you're ending/forfeiting the schedule, use **End Activity Pay** category.



The screenshot shows the 'Period Activity Pay' screen. The 'Last Update Date' is 01/06/2021. The 'Rate Matrix' is 'Period Activity Rate Matrix'. The 'Reason' field is highlighted with a dropdown menu open, showing a red '5' in a box.

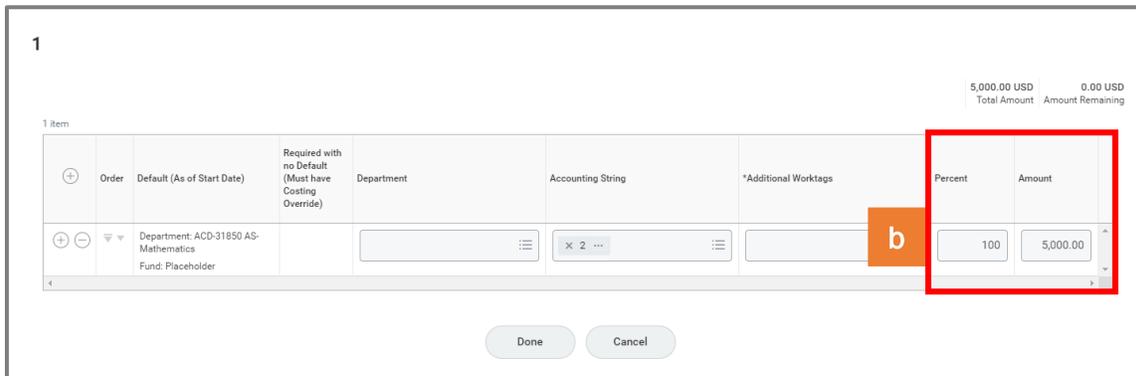
- Now, you will make the edit/adjustment in the Activity Table, as needed per your scenario (See likely scenarios below):

- A. If no payments have been made and you wish for the scheduled Period Activity Pay to not make any payments, click the 'Do Not Pay' checkbox under the 'Payments' column.

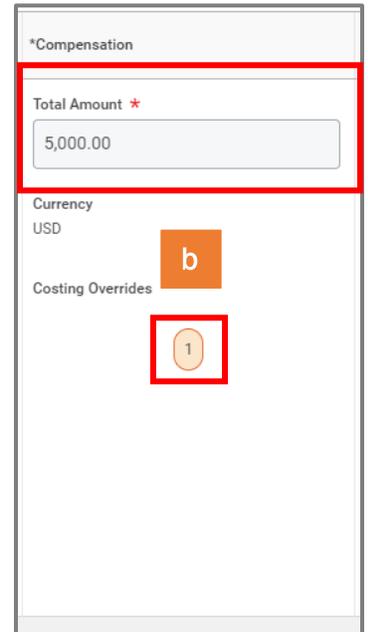


The screenshot shows a form with five main columns: *Activity, *Activity Dates, *Units, *Compensation, and Payments. In the *Compensation column, the Total Amount is 5,000.00. In the Payments column, the 'Do Not Pay' checkbox is checked, and an orange callout box labeled 'a' points to it.

- B. If payments have been made and you wish to discontinue any further payments, adjust the Total Amount under the 'Compensation' column to match the payments paid to date (*you can see the Paid to Date number in the 'Payments' column). You'll also need to adjust the 'Costing Overrides' percentage to equal 100% since you're changing the scheduled amount.

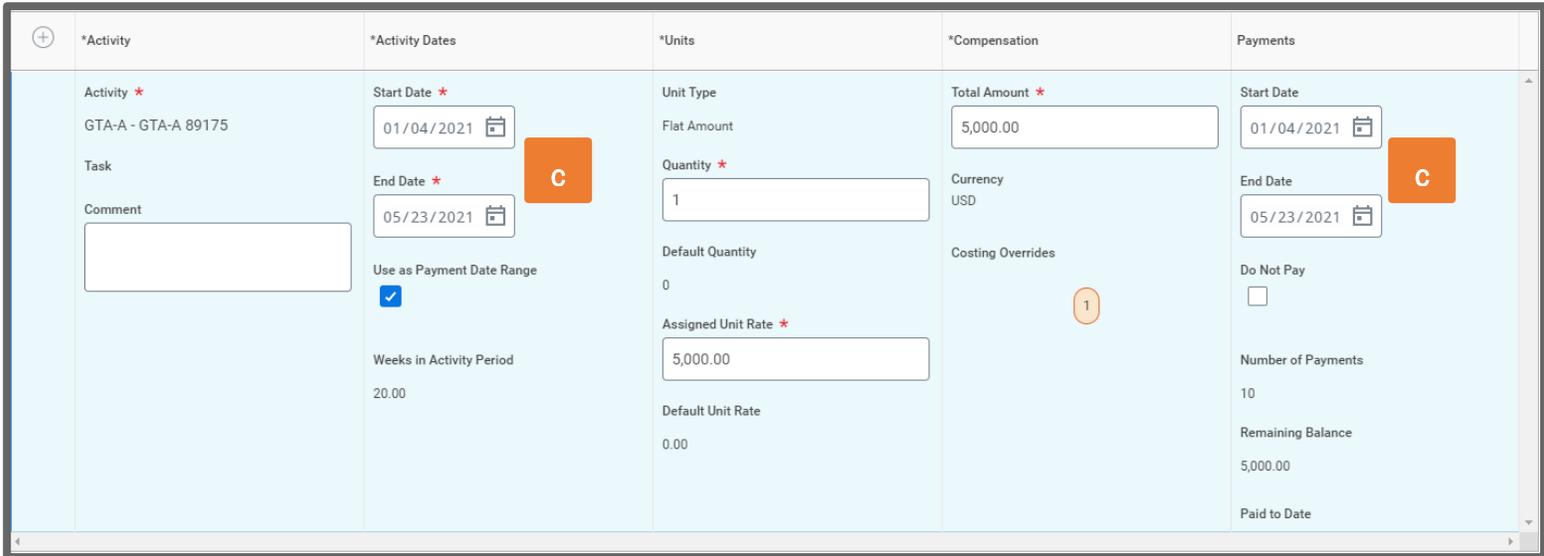


The screenshot shows a dialog box for editing a costing override. A table lists overrides with columns for Order, Default, Department, Accounting String, Additional Worktags, Percent, and Amount. A red box highlights the 'Percent' and 'Amount' columns for the first row, which are set to 100 and 5,000.00 respectively. An orange callout box labeled 'b' points to the Percent field.



The screenshot shows the *Compensation section of the form. A red box highlights the Total Amount field, which is set to 5,000.00. Below it, the Costing Overrides section shows a table with a single row where the Percent field is set to 100 and the Amount field is set to 5,000.00. An orange callout box labeled '1' points to the Percent field.

- C. If you need to adjust the dates associated (Activity and/or Payment) make adjustments to those date fields (under the 'Activity Dates' column and 'Payments' column, respectively) and adjust the 'Total Amount', if need be. You'll also need to adjust the Costing Overrides percentage to 100% if you're changing the Total Amount scheduled (see image in step B above).



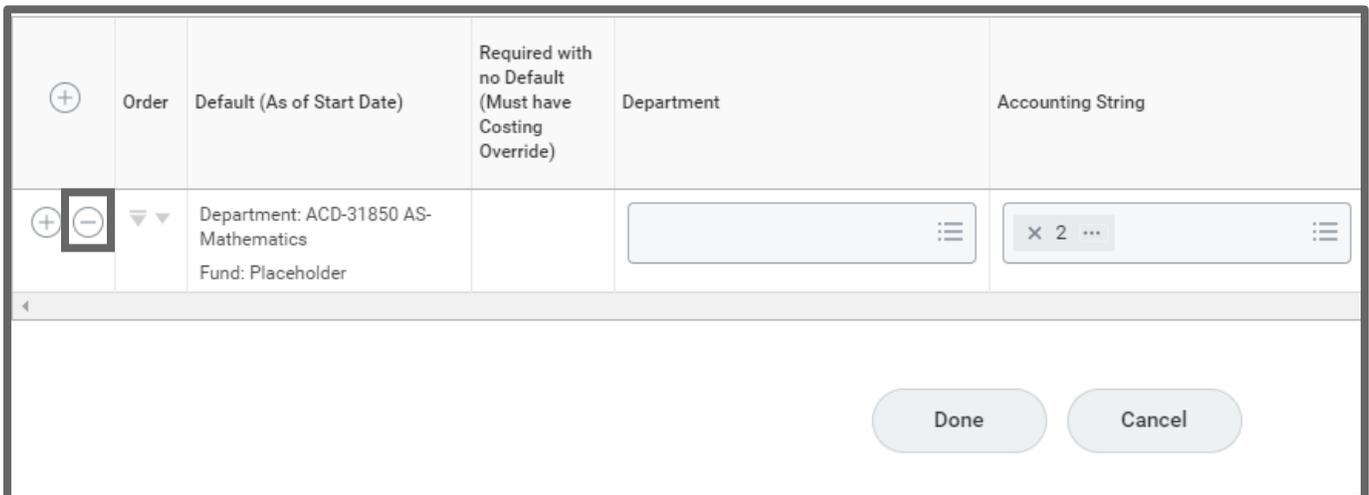
- D. If you need to change the Costing Override (aka: Costing Allocation) proceed to this [Quick Reference Guide](#).

- 7. Once you've made all the adjustments you intended to make, leave details of the change/adjustment in the **Comments** field, and then click **SUBMIT**.

Did you receive an error?

If you've adjusted the total amount, you'll need to adjust the Costing Overrides split percentage to equal 100% (see image in Step 6, B).

If you've indicated a Period Activity Pay 'Do Not Pay' then you may also need to remove the costing allocation line (minus button) from Costing Overrides, depending on where Payroll is in their process (see below).



Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Department	Accounting String
+ -	Department: ACD-31850 AS-Mathematics Fund: Placeholder			x 2 ...

Done Cancel

Still having trouble? Contact AskHR@virginia.edu to work towards a solution.