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Activity Pay on an employee’s position by accident, then you need to reach out to AskHR and request the error be rescinded.

**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 used when 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.
3. 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.

   ![Assignment Details](image)

4. Click OK

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

5. 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.

   ![Period Activity Pay](image)
6. 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.

<table>
<thead>
<tr>
<th>*Activity</th>
<th>*Activity Dates</th>
<th>*Units</th>
<th>*Compensation</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTA 175</td>
<td>01/04/2021</td>
<td>1</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>102614.101.500112.31815</td>
<td>05/23/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.**

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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).

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).

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