

# TIP SHEET:

## PERIOD ACTIVITY PAY



Period activity pay supports the payment of employees for fixed term activities and payment arrangements, such as GTA/GRA, adjunct, and wage pay for an academic term. Any questions should be directed to HR Solution Center at AskHR@virginia.edu.

Activity Code	Pay Group(s)	Use When
ACAD - Academic Wages-Administrative	ACD-BW	Payment to faculty who receive wages for some type of administrative role (for example, department chair or program director).
ACAD-Academic Wages-Research	ACD-BW	Payment to faculty who receive “research” funds. The funds could be OSP-related, but could also refer to “research” funded by other funding sources.
ACAD-Academic Wages-Instructional	ACD-BW	Payment to faculty for per course hiring. These faculty are non-benefited. Cannot be charged to a grant unless the grant’s Award Purpose Code is ‘Instructional.’
CALL - On Call/Call Back	ACD-BW, UPG-BW	On-Call Pay: A management option of payment for time that employees are waiting to be engaged - where the employee may engage in personal business while remaining (1) available to work; and (2) in a capacity that is fit for duty should they need to respond to agency business. If an employee only has to leave word as to how he/she can be contacted or carry a pager/cell phone so that he/she can engage in work activities when called, the employee is considered unrestricted and on-call pay is not required. However, departments may choose to use on-call pay to facilitate maintaining customer service levels and critical business operations.
CLIN - Clinic Work	UPG-BW, UPG-M	Use to pay a UPG Provider payment for clinic work as defined in UPG employment agreement. This activity cannot be charged to a grant.
CONT - Contract Buy Out	Any	Use when an employee has an existing contract, that you need to provide a buy out for some reason. This activity cannot be charged to a grant.
COV - Coverage Pay	UPG-BW, UPG-M	Payment to a provider when covering for a colleague as defined in UPG employment agreement. This activity cannot be charged to a grant.
GRA-A - GRA-A 89103	ACD-BW	Use to pay a GRA-A (Graduate Research Assistant), trying to earn a Master’s degree, according to the Provost policy <a href="#">Wage Authorization Memo</a> , which is updated each year.
GRA-B - GRA-B 89104	ACD-BW	Use to pay a GRA-B (Graduate Research Assistant), earned Master’s degree, according to the Provost policy <a href="#">Wage Authorization Memo</a> , which is updated each year.
GTA-A - GTA-A 89175	ACD-BW	Use to pay a GTA-A (Graduate Teaching Assistant), trying to earn a Master’s degree, according to the Provost policy <a href="#">Wage Authorization Memo</a> , which is updated each year. Cannot be charged to a grant unless the grant’s Award Purpose Code is ‘Instructional.’

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GTA-B - GTA-B 89176	ACD-BW	Use to pay a GTA-A (Graduate Teaching Assistant), earned a Master's degree, according to the Provost policy <a href="#">Wage Authorization Memo</a> , which is updated each year. Cannot be charged to a grant unless the grant's Award Purpose Code is 'Instructional.'
LES - Lesson	ACD-BW	Payment for lessons taught, such as music lessons. This activity cannot be charged to a grant.
MAST - Masters Internship	ACD-BW	Use to pay a Graduate Intern for a Masters Internship. This activity cannot be charged to a grant.
MISC - Miscellaneous	ACD-BW, ACD-M	This is ONLY to be used by Athletics, and not used for any other group. Use when creating a period activity pay that none of the other definitions fit. This activity cannot be charged to a grant.
ORIENT - Orientation Leader Award	ACD-BW	Use for Student Leadership when awarding an Orientation Leader Award. This activity cannot be charged to a grant.
OVRLD - Faculty Overload	ACD-BW	A payment for overload wage assignments for full-time benefited faculty members. This pay category is governed by <a href="#">HRM-045: Faculty External Consulting and Internal Overload</a> . Departments/units are required to complete the Faculty Internal Overload Authorization Form, obtain the required approvals, and submit the form along with the pay action in workday.
PEER - Peer Educator Award	ACD-BW	Use for Student Leadership when awarding a faculty a Peer Educator Award. This activity cannot be charged to a grant.
PROC - Medical Procedure	UPG-BW, UPG-M	Use to pay a provider for Medical Procedures. For example, Autopsy paid per case. This activity cannot be charged to a grant.
PROJ - Special Project	Any	Use to pay an employee for completion of a special project This activity cannot be charged to a grant.
RESSTAFF - Resident Staff Award	ACD-BW	Use to pay a student a Resident Staff Award. This activity cannot be charged to a grant.
SHIFT - Shift Work	UPG-BW, UPG-M	Use to pay providers that work a shift above and beyond their normal timeshift. For example, a UPG provider works a weekend shift that is outside their normal schedule. This activity cannot be charged to a grant.
STUAFF - Student Affairs Award	ACD-BW, ACD-M	Use to pay a student who is awarded a Student Affairs Award. This activity cannot be charged to a grant.
STUTRA-Student Athletic Trainer	ACD-BW	Use to pay a student trainer. This activity cannot be charged to a grant.
SUPPLWGE - Faculty Supplemental Wages	ACD-BW	Use to pay 9-month faculty additional wages in the summer with grant or other funding. See Provost Office <a href="#">Wage Authorization Memo</a> , which is updated each year. Ref: Summer Wage Payments to 9-Month Faculty.