

SUMMARY

This job aid explains which Business Processes should be loaded in Workday for different compensation actions.

ADDITIONAL COMPENSATION IN WORKDAY

Additional compensation in Workday is processed using four different methods: One-Time Payment (OTP), Period Activity Pay (PAP), Allowance Plans, and Additional Jobs.

1. One-Time Payment (OTP)

One-Time Payment is used for paying an employee a lump sum for a one-time service.

Example: One day lecture; football event

2. Period Activity Pay (PAP)

Period Activity Pay is used for paying faculty for additional teaching or course development assignments over a defined period of time. Faculty are the only employees who can be paid through PAPs.

Example: Overload course for the Spring semester

3. Allowance Plans

Allowance Plans are used for paying employees for work outside of the scope of their primary position over a defined period of time.

Example: A professional employee teaching a course; a faculty member appointed to an administrative position

4. Additional Jobs

Additional Jobs are used for paying employees who hold another job outside of their primary position.

Example: An adjunct who teaches for two Colleges

COMPENSATION ACTIONS

Changes to base compensation and allowance plans are processed using two different methods: Request Compensation Change and Change Job.

1. Request Compensation Change

Request Compensation Change is used for making modifications to pay only.

Example: Equity adjustment; merit increase

2. Change Job

Change Job is used for making modifications to job title, job profile, FTE, job descriptions, and/or pay.

Example: Promotion; increasing worker's FTE

Please refer to the Job Aids on each of these business processes for further instructions on loading.