CORE DESIGN SESSION: ACADEMIC PAY PERIOD ACTIVITY PAY

November, 2014

CORE DESIGN SESSION: ACADEMIC PAY and PERIOD ACTIVITY PAY

DESCRIPTION

This Core Design Session will assist you in understanding how Academic Pay and Period Activity Pay is configured and reflected in your Workday system. It will aid you in determining how you want to capture this data, as well as impacts to Integrations, Reporting, and other areas of functionality.

A Solution Architect and/or Principal Consultant, and Engagement Manager are with you to ensure that the content is clear and to answer specific questions you may have pertaining to your deployment.

We will have time at the end of the session for Q&A, and we will also be pausing throughout the session to ask if there are questions or clarification points.

GOAL & OBJECTIVES

The goal of this session is to provide you with detail on the Workday Academic Pay and Period Activity Pay framework so that you can:

- Understand the fundamentals of Academic Pay
- Determine impacts of your HCM design decisions on Academic Pay
- Understand the fundamentals of Period Activity Pay
- Determine impacts of your HCM design decisions of Period Activity Pay

AGENDA

- Conceptual Overview Presentation/Demonstration
    - o Understanding Academic Pay
    - o Understanding Period Activity Pay
- Review of Decision Guide, decision points, and follow-on activities
- Q & A

Conceptual Overview

OVERVIEW

Faculty compensation is contractual in nature having variable rates and variable components of pay. With potentially fixed/variable start and end dates, compensation can be earned over 12 months or less and/or paid over 12 months or less. Annual salaries should be reflected based on work period (for 9/9) and pay should stop after 9 months and then begin again when the new academic period begins.

Faculty compensation Institutional Base Pay paid when earned is linked to Effort Certification.

ACADEMIC PAY

Academic Pay provides the ability to take the compensation for a faculty member that normally works a portion of the year, such as 9 months (Annual Work Period) and pay it over 12 months (Disbursement Plan Period). You can define various annual work periods and disbursement periods, not just the common 9 months of earnings paid over 12 months. The work period's % of year factor can be used when calculating compensation rates.

Payroll processing uses all this information to make proper paycheck calculations and maintain information regarding what was earned, what was paid, and the balance for anything outstanding. Payment will stop at the end of the work period without removing compensation plans.

PERIOD ACTIVITY PAY

Period Activity Pay provides the ability to assign multiple work activities up front. For example, Course load can be assigned at the beginning of the term with the amount they will be paid for each course. The assignment includes the activity's total compensation amount. The system will amortize the activity's total amount into payments over the payment time period. The total amount will be divided by the number of pay periods and create a payment schedule.

Optional capabilities include capturing specific course names related to the activity assignment. Public web services can be used for integration of course and faculty assignment details from student information system into Workday.

Decision Guide & Design Decision Documentation

PURPOSE & REQUIRED ACTION

The Decision Guide and Design Decisions Documentation section is designed to assist you in making decisions around Budgets.

These questions will be covered with your Project Team. Decisions during this session will be documented via another document by the Project Team. The information provided will be used to assist completing the design of the Budget Framework in Workday, as well as your reporting requirements related to that data.

This is a high-level review of the general HCM Budget data needs within your organization. Note any design decisions or comments in the table below.

SCOPE: Design Decision Notes – Academic Pay
Compensation Elements
Separate Compensation Plans must be setup for Academic Pay and subsequently, the Compensation Elements must be Academic Pay enabled. List which Compensation Plan will be utilized by Academic Pay.
Job Families
Enable 1 or more job families for academic pay and assign job profiles to the job family. This enables you to use the academic pay option when you hire employees into a job or position associated with the selected job family and job profiles. List which Job Families will be utilized by Academic Pay.
Academic Pay Period Calendar
Create your academic pay period calendar to define compensation payment arrangements for non-term faculty members. Indicate whether the academic pay period can be used as both an annual work period and a disbursement plan period.

Academic Pay Period Name	Period Start Date	Period End Date	Can be used as Annual Work Period?	Can be used as Disbursement Plan Period?	Work Period Percent of Year

SCOPE: Design Decision Notes – Period Activity Pay
Compensation Elements
Compensation elements link compensation and payroll. When a compensation element is attached to a plan and the plan is assigned to an employee, Workday can determine which earnings to use to pay the employee for his or her compensation using the pay calculation process. Identify which Compensation Elements should be enabled for Period Activity Pay

WORKDAY ® PROPRIETARY AND CONFIDENTIAL

Academic Periods

The Academic Period defines a date range that translates into a Custom Reporting field. Reports can be designed that select Appointment Date ranges simply by indicating the desired Academic Period. Best results occur when there are no overlapping date ranges. Academic Periods can also be enabled for use in Period Activity. List the Academic Period detail as noted below.

Academic Period Name	Description	Start Date	End Date	Academic Year

Period Activity Categories

Define the classifications of the activities to pay employees for, such as degree program, credit courses, or non-instructional.

Period Activity Units

Define the unit types. Examples: Hours, students, or course credits.

Period Activity

Define the activity to assign to employees. Examples: contact hours, lecturing, grading, running labs, or course development.

Period Activity Tasks (Optional)

Use period activity tasks to provide a lower level of detail for an activity assignment. Example: Create a task named History 301 associated with the Lecturing activity. When you assign the activity to the employee, you can include both the activity and an associated task.

Period Activity Rate Matrix

The rate matrix establishes rate rules to consistently default an activity's unit rate for an activity category and unit type combination. This ensures that if an employee performs the same or similar activity task as in a previous academic year, they will be paid at least the same rate or a calculated higher rate. Rate rules consist of an activity category, a unit type, a minimum rate and optionally an accelerated amount or percent. Workday adds the accelerated amount or percent to an employee's historical rate base, compares it to the minimum, and defaults to the higher of the two.

Even if the matrix has no defaulting rate rules, you must still configure the date, name, eligibility rule, and 1 rate row. When you assign an activity to an employee, you must select a rate matrix.

Period Activity Category	Period Activity Unit	Minimum/ Default Rate*	Accelerator**	Accelerator Base**

| *Minimum/Default Rate | Used when:

• There is no Accelerator Amount/Accelerator Percent.
• There is an Accelerator Amount/Accelerator Percent but Accelerator Base is blank.
• There is an Accelerator Amount/Accelerator Percent and an Accelerator Base, but the Minimum/Default Rate is higher than the past academic year's accelerated rate. |
| **Accelerator Amount/Accelerator Percent | Used if an Accelerator Base is selected.
The rate calculation uses the *highest* rate from:

• The past academic year's highest rate, accelerated.
• The current academic year's highest rate (never accelerated).
• The Minimum/Default Rate. |

Note: Workday uses the rate matrix to calculate the rate only once, when you first assign period activity pay for an employee. Example: If you change an employee's activity assignment from Econ 101 to Econ 201, Workday doesn't evaluate the rate matrix again. However, the rate matrix used for the original assignment is displayed for reference. If re-defaulting is desired, you can delete the unsaved Activity row and create a new replacement row.

REPORTING IMPACT

Reporting requirements will impact your budget decisions. Please review the questions below to determine where your needs are from a reporting perspective.

REPORTING IMPACT: Design Decision Notes
What types of Academic Pay / Period Activity Pay reporting is being generated today?

INTEGRATION IMPACT

Consider your integrations to or from other systems and whether your data will have any downstream impacts.

INTEGRATION IMPACT: Design Decision Notes

Which pieces of data will be critical for:

- Integrations to 3rd party systems?

- Integrations to downstream internal systems, if any?