Set-Up Stipend Payment – Period Activity Pay

TIPS

The effective date cannot be backdated.

To select a different cost center, click on the bubble under **costing override > select the desired cost center.**

RELATED TASK(S)
- Job Profile – Job Description Guide

▶ Login to Workday.

▶ Setup Period Activity Pay (recurring payment over a period of time).
- In the search bar, type "**Manage Period Activity Pay Assignments**"
- Click on <**Manage Period Activity Pay Assignments**> task and select the following:
  — **Effective Date**
  — **Student Employee Name**
  — **Academic Period** (e.g., Fall 2024, Spring 2025)
  — Click <**OK**>
- Submitting the Period Activity Pay:
  — **Reason**
  — **Activity Type > Student (STUD)**
  — **Start/End Date***
  — **Compensation** (total amount)

▶ Add any necessary comments.

▶ Click <**Submit**> to complete the period activity pay task.

UP NEXT: HR, Budget, and the Vice President will approve the period activity pay.

*Note: The start date has to match the student employees first day of employment.