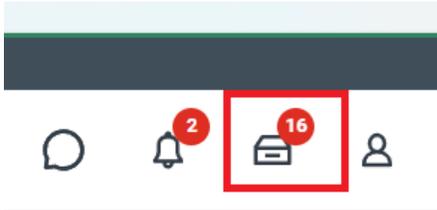
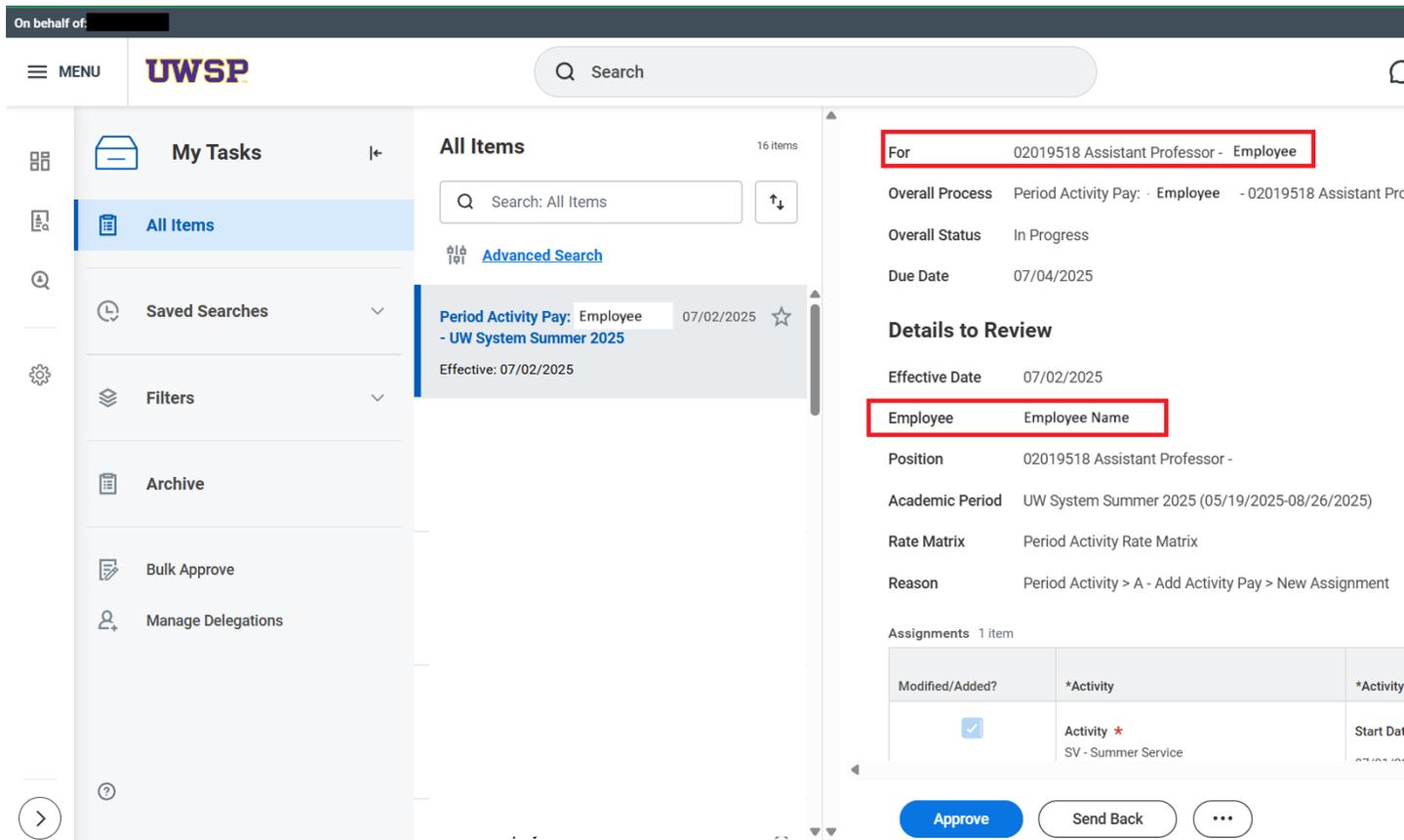


Period Activity Pay Program Manager Approval

Within Workday, navigate to your tasks by clicking on the icon in the red box



Reference the Employee's name and position in the red boxes. Clicking the double arrows the red arrow is pointing at to expand the Period Activity Pay Information



On behalf of: [Redacted]

MENU **UWSP** Search

My Tasks | **All Items** (16 items)

Search: All Items

Period Activity Pay: Employee - UW System Summer 2025 (Effective: 07/02/2025)

Details to Review

For: 02019518 Assistant Professor - Employee

Overall Process: Period Activity Pay: Employee - 02019518 Assistant Professor

Overall Status: In Progress

Due Date: 07/04/2025

Effective Date: 07/02/2025

Employee	Employee Name
02019518 Assistant Professor -	

Position: 02019518 Assistant Professor -

Academic Period: UW System Summer 2025 (05/19/2025-08/26/2025)

Rate Matrix: Period Activity Rate Matrix

Reason: Period Activity > A - Add Activity Pay > New Assignment

Assignments: 1 item

Modified/Added?	*Activity	*Activity
<input checked="" type="checkbox"/>	Activity * SV - Summer Service	Start Date

Approve Send Back ...

Reference the Period Activity Pay Information, click the Bubble to view the funding/costing allocation information for this payment.

Assignments

1 item

Modified/Added?	*Activity	*Activity Dates	Units	Compensation	Payments
<input checked="" type="checkbox"/>	Activity * SV - Summer Service Comment Director Test Payment	Start Date * 07/01/2025 End Date 08/23/2025 Weeks in Activity Period 7.71	Unit Type Units Quantity 1 Default Quantity 0 Assigned Unit Rate 3,500.00 Default Unit Rate 0.00	Total Amount 3,500.00 Currency USD Costing Overrides 1	Start Date 07/01/2025 End Date 08/23/2025 4 Payme Customized <input type="checkbox"/> Remaining Ba 3,500.00 Paid to Date 0.00 USD

Use the scroll bar to see the remaining columns. Multiple funding sources will show in additional rows. Hit Done when finished.

1

3,500.00
Total A

1 item

Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Program	Grant	Project	Gift	*Cost Center	*Fund
Location: Noel Fine Arts Center-0009		UWSTP University of Wisconsin Stevens Point	PG000003180 UWSTP COFAC Interior Architecture Operations				CC001022 UWSTP COFAC Interior Architecture	FD0102 GPO - Non-Doctoral Cluster

Done

Click the Double Arrows to exit out of the Full Screen View



Hit Approve or Send Back the task

Approve
Send Back
⋮

After Approving, you'll get a confirmation message

Success! Event approved
 Up Next: Lisa Hernandez | Generate Document for Period Activity Pay (Default Definition): Period Activity Pay - New...
[View Details](#)

Clicking View Details will show you where the task goes next and what remaining processes are open

Success! Event approved Period Activity Pay: [redacted] - 02019518 Assistant Professor

Up Next
 Lisa Hernandez
 Generate Document for Period Activity Pay (Default Definition): Period Activity Pay - New Assignment - Review Period Activity Pay Document to E...

> **Details and Process**



Click on Process and scroll down to see where the task is awaiting action and who the task is now with

Generate Document	Document to Employee Review Period Activity Pay	awaiting action		Lisa Hernandez (initiator)	1
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