



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

RESOURCES

- [Student Employment Support Site](#)

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.

Set-Up Stipend Payment – Period Activity Pay

- ▶ 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 2022, Spring 2023)
 - 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.