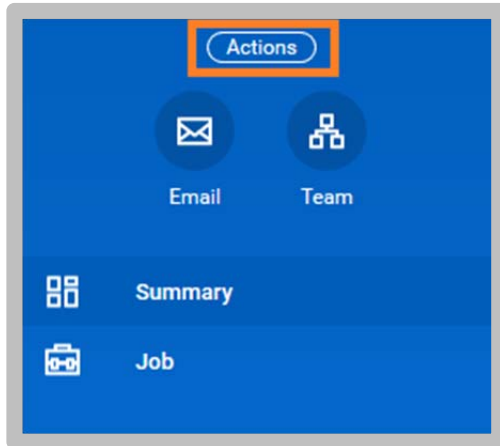


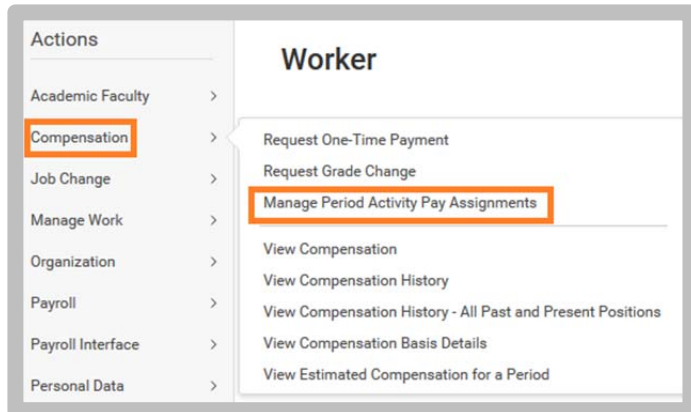
## NAVIGATE TO THE EMPLOYEE'S RECORD

Type in the employee's name in the search box.

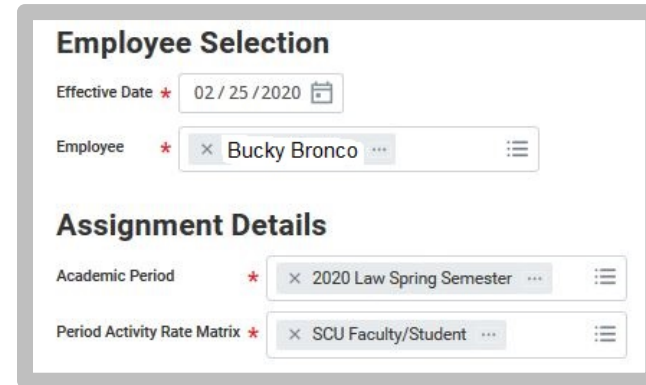
1. Click **Compensation** under Actions.



2. Then select **Manage Period Activity Pay Assignments**



3. Fill out the Employee Selection section:
  - Enter the **Effective Date**
  - Enter the **Academic Period**



4. Click Ok.
5. Enter **Reason**: Period Activity → Add Activity Pay → New Assignment
6. Enter the **Activity**.
7. Enter the **Task**: Period Activity Pay Tasks → By No Assigned Period → options
8. Select the **Start Date** (date must fall within academic period).
9. Select the **End Date** (date must fall within academic period).

10. Enter **Quantity**: 1

11. Enter **Assigned Unit Rate**: enter total dollar amount for this assignment

12. Enter the **Costing Overrides**: click the button

*Activity Dates	*Units	*Compensation	Payments
<b>Start Date *</b> 02 / 16 / 2020 <b>End Date *</b> 03 / 31 / 2020 Use as Payment Date Range <input checked="" type="checkbox"/> Weeks in Activity Period 6.43	<b>Unit Type</b> Assignment <b>Quantity *</b> 1 Default Quantity 0 <b>Assigned Unit Rate *</b> 5,000.00 Default Unit Rate 0.00	<b>Total Amount *</b> 5,000.00 Currency USD Costing Overrides <input type="button" value="0"/>	<b>Start Date</b> 02 / 16 / 2020 <b>End Date</b> 03 / 31 / 2020 Do Not Pay <input type="checkbox"/> Number of Payments 3 Remaining Balance 5,000.00

13. Enter the **Worktags**: enter the **ENTIRE** fund string here.

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Worktags	Percent	Amount
			x Activity: PROG x Class: NCIP x Cost Center: LAWSCL Law School x Fund: 21102 Law School x Program: IN	100	5,000.00

14. Update the **Percent** box to 100%.

15. If the amount is to be divided between more than one fund strings, then enter multiple lines to capture the accounting information. Click the “+” symbol to add the extra row(s).

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Worktags	Percent	Amount
			x Fund: 21102 Law School	33	
			x Fund: 21108 K&G Alexander Community Law Ct	34	
			x Fund: 21103 Northern CA Innocence Project	33	

16. Click Ok.

17. **Attachments**: upload the Assignment Letter

18. **Category**: Assignment Letter

enter your comment

**Attachments**

signed contract.docx

Description

Category \* x Assignment Letter

Upload

Submit Save for Later Cancel

19. Click Submit.