



Frequently Asked Questions: Period Activity Pay (PAP)

Yes. If the work is performed on a single day, it is appropriate for the PAP start and end date to be the same.

All PAP lump sum payments should be reviewed each payroll on the earnings register or payroll summary. If you notice any discrepancies, please submit a ticket to [GetHelpUW](#).

PAPs can be attached to either a position with or without an FTE. However, if it is a zero-dollar appointment with a "Period Activity Pay" compensation basis, then an FTE should only be provided if it's a non-service Fellow/Trainee appointment; if it's a salaried summer appointment (and their primary appointment is 9-Month), then you could assign an FTE and salary to the position, as well as pay a PAP on top of that.

No, a 9-month compensation basis appointment will not pay during the summer period. A separate summer appointment, either FTE or PAP, must be created and coded as summer if the employee is to be paid during summer.

Currently, the academic period is used for reporting only. Each school/college/division (SCD) may handle this differently, but it does not drive payroll processing.

- **New Hire:** The individual does not currently hold a job at UW.
- **New Assignment:** The individual already holds a job and is taking on an additional appointment.

7. How do we modify a customized PAP payment schedule during summer?

You can customize the payments in different ways, such as paying the full amount at the end and zero out prior pay periods. You could also adjust the individual payment amounts as needed to reach the total, though it's recommended to make the payment after the work is completed. The system will continue paying until the total payment goal is reached.

8. What if I receive an Additional Job One-time Payment (OTP) task, but the work should be paid as a PAP Overload?

If the work involves services performed, it should be paid via PAP using the reason: Services-Related Payment Overload. OTPs should be used only for awards and bonuses, not for work performed. If the OTP was submitted in a different SCD, then the OTP should be returned back to the initiator, and the other SCD should create a PAP instead.

9. How are "days worked" counted? Are weekends included?

For Fellow/Trainee PAP calculations, the system prorates based on a 14-day pay period. For all other employees who are salaried, pay is based on a 10-day schedule, excluding weekends.

10. What if a Fellow/Trainee needs to extend their PAP due to a Leave of Absence (LOA)?

The PAP will not pay during a full LOA. Options include:

- Ending the PAP and restarting it upon return
- Customizing payments so that none are issued during the LOA period

11. Fore pre- or post-doc fellow with a 100% FTE, should compensation be set to \$0 if a PAP will be used?

No, non-service PAPs are an exception – FTE and salary should be included in the position for non-service Fellow/Trainee appointments. The position is not driving any payment, only the PAP.