

**SUMMARY**

This job aid provides useful information pertaining to compensation in Workday for nextSource employees. These workers will have a Non-Employee type in the Workday system.

**NEXTSOURCE COMPENSATION GUIDE**

- Non-Employees will only be allowed to be paid via base pay or Additional Jobs.
- Any additional compensation for a Non-Employee must be established and paid through an Additional Job. Departments can no longer load One-Time Payments, Allowance Plans, or Period Activity Pay Assignments for Non-Employees.
  - If needing to pay a Non-Employee a lump sum each month, load the Additional Job with the job profile “Non-Employee Add Comp”. The full amount they are to be paid for the work will be entered as an annual salary and frequency with a compensation actual end date.
- Any increases to base pay must be loaded through the Change Job business process. The Request Compensation Change business process cannot be used for Non-Employees.
- To convert an LSU employee to a Non-Employee, Termination and Hire actions must be loaded. A Change Job to change the employee type cannot be processed.
- Any 4-month or 9-month Non-Employee will require a compensation end date and continuations each semester/year.
- All Non-Employees base pay will be distributed through nextSource as either Hourly, Weekly, or Milestone:

nextSource Pay Type	Definition	Workday Set-Up	Pay Distribution with nextSource
Hourly	Paid an hourly rate for all hours worked.  Example: Transient	Hourly rate of pay and hourly frequency.  Example: \$15.00/hour	Biweekly
Weekly	Annualized salary without a 4-month AWP/DPP.  Example: Exempt Coordinator	Annual salary and annual frequency.  Example: \$60,000 annual	Biweekly
Milestone	Short-term assignments with an annualized salary with a 4-month AWP/DPP.  Example: Semester-only and Short Module Instructors.	The full amount they are to be paid for instruction is entered as an annual salary and annual frequency with a compensation actual end date.  Example: \$5,000 annual, 5/14/23 compensation actual end date	Monthly

- All semester-only and short module instructors who are Non-Employees must have a 4-month AWP/DPP in Workday.

- Semester-only and short module instructors' compensation needs to be listed with the full amount they are to be paid for teaching the course(s) as an annualized salary and annual frequency with a compensation actual end date and 4-month AWP/DPP.
- The appropriate compensation amount and end date must be listed on the Job Requisition, Offer, and Hire steps in Workday. The 4-month AWP/DPP must be listed on the Hire.
  - Example A: Semester-only instructor is teaching from 1/15 – 5/14 to be paid \$5,000 for the course. The compensation would be set as \$5,000 annual with a 5/14 compensation end date and a 4-month AWP/DPP on the Hire. This will result in four Milestone payments of \$1,250 each.
  - Example B: Short module instructor is teaching from 1/15 – 3/14 to be paid \$4,000 for the course. The compensation would be set as \$4,000 annual with a 3/14 compensation end date and a 4-month AWP/DPP on the Hire. This will result in two Milestone payments of \$2,000 each.