Request One-Time Payment

Overview

This job aid outlines the process for an Absence Partner, Compensation Partner, HR Partner, HR Contact or a Manager to request a one-time payment, or multiple one-time payments for an Employee. One-time payments can be used to issue ad hoc payments to an Employee for additional work, awards programs, reimbursements or lump sum vacation payouts

Prerequisites: N/A

Important Information:

- One-time payments are on-cycle payments
- Managers can initiate one-time payment requests for direct reports and Employees within their management chain. Be sure to check with relevant personnel regarding budgetary concerns prior to initiating a one-time payment request
- One-time payments are sometimes used to pay employees for additional work
- Multiple one-time payments can be made simultaneously within the same business process for an Employee

Step

1. Search for the Employee for whom you would like to request the one-time payment
2. Click on the Employee’s Related Actions
3. Select Compensation > Request One-Time Payment

4. On the Request One-Time Payment page, complete the following fields:
   - **Effective Date.** This is the date that you want the payment to become effective
   - **Employee Name** (if not auto populated)
   - **Position** (if applicable). For employees who hold multiple positions you will need to select the position for which the one-time payment is related. If the Employee does NOT hold multiple positions, then this field does not appear

Notes:

- You can only initiate a one-time payment request for Employees within
Supervisory Organizations your security role supports

- If you need to request a one-time payment for an Employee outside of Supervisory Organizations you support, contact an individual who supports the Supervisory Organization to initiate the business process

5. Click OK. The One-Time Payment Summary page then displays

6. In the One-Time Payment Summary section, confirm or complete the following fields:

- **Effective Date.** The Employee will receive the one-time payment according to the pay period for the date entered if payroll is not yet complete for that pay period
- **Employee Visibility Date.** The date that Employees see their pay-related one-time payment changes in Workday
- **Reason.** Enter the reason for the one-time payment (e.g. Supplemental > Extra Pay for Single Activity)

7. In the **One-Time Payment** section, click the **Add** button

8. Select the appropriate **One-Time Payment Plan**

**Note:** After selecting a One-Time Payment Plan, additional fields will populate

9. Fill in the following information:

- **Scheduled Payment Date.** Enter the **Scheduled Payment Date** if different from the **Effective Date**
- **Amount** of the payment
- Click the **Send to Payroll** checkbox

**Notes:**

- In order for the Employee to receive the one-time payment on the next payroll, be sure to enter an **Effective Date** within the current pay period
- If left blank, the **Employee Visibility Date** defaults to the **Effective Date**
Notes:

- The **Scheduled Payment Date** is used for future effective dated payments
- The **Send to Payroll** checkbox should always be checked

10. **Type in any Additional Information**

11. **IMPORTANT**: Select the appropriate TAMUS Cost Center or Project in the **Worktags** field

![Additional Information](image)

Notes:

- **IMPORTANT**: The payment will be made against the Employee’s normal salary account if no TAMUS Cost Center or Project is entered in the **Worktags** field
- This process does not route based on a Worktag like Assign Costing Allocations. Any approvals to use a specific account must be obtained outside of Workday
- To see payment guidelines, click the right arrow next to **Supporting Information**; the fields in this section may not be editable

12. If you have multiple one-time payments to assign the Employee, click on the **Add** button and repeat this process

![Payment Details](image)

Notes:

- Use the **Schedule Payment Date** to schedule payments for different times
- Update the **Worktags** field accordingly

13. Enter any comments as needed

14. Click **Submit**

15. Click **Done**

**Up Next**

The request will be routed to the relevant individuals for additional approval steps. To view the next steps, open the **Details and Process** section and then click the **Process** tab

![Details and Process](image)

This completes the **Request One-Time Payment** business process