LAST UPDATED: 3/11/25

Request One-Time Payment

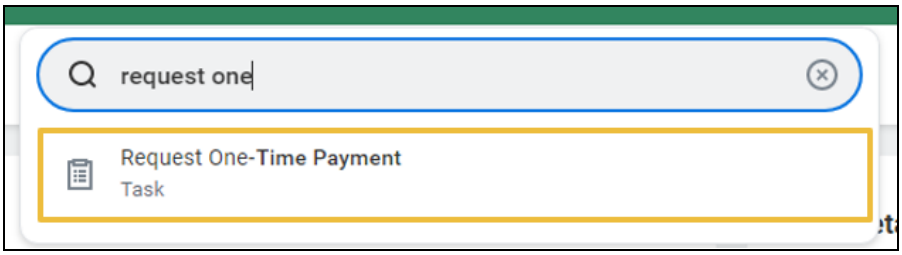
Overview

Request One-Time Payment when you need to process additional and infrequent payments to workers such as employee awards, one-time merit, work permit reimbursements, education assistance benefit and moving expense reimbursements.

Requesting One-Time Payment

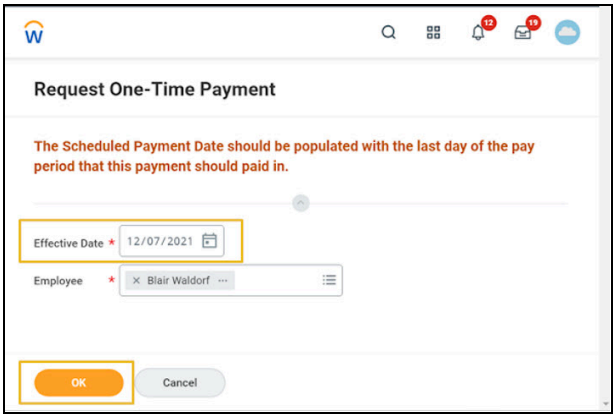
Initiator(s): Compensation Administrator, Compensation Partner, HCM Initiator, Implementers, Initiator, Manager

1. In the Workday Search, enter “request one” and then select the task **Request One-Time Payment**.

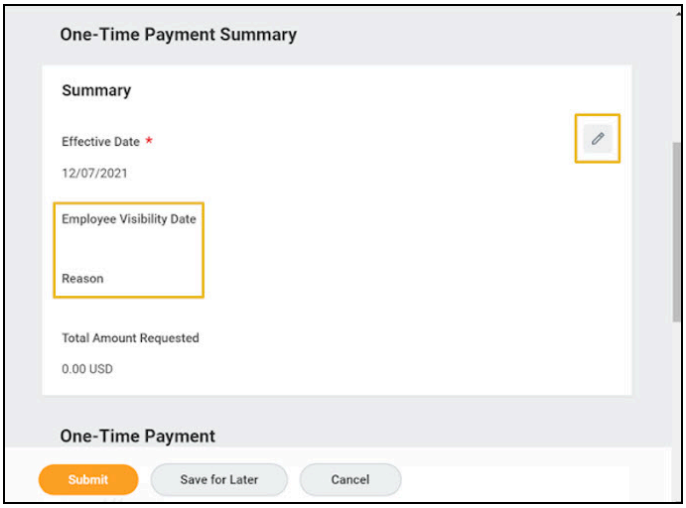


2. On the next page, enter
    - **Effective Date:** *This should be populated with the last day of the pay period that this payment should be paid on.*
    - **Employee**

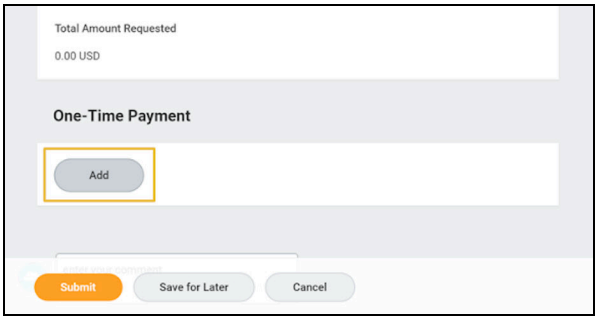
   Select **OK.**



3. Select the **pencil** icon to edit the Summary information. Here, you will enter the **Employee Visibility Date** and the **Reason** for the one-time payment from the list of menu options. The Effective Date should autopulate from the previous screen, and the total amount requested will update based on information entered in the next step.



4. Select **Add** under the One-Time Payment section to add in information regarding the one-time payment.



5. Populate the fields with the appropriate information based on the reason for the one-time payment.
   Note: *The fields marked by a red asterisk are required. Certain expense items may require an attachment. Ensure you attach necessary documentation to avoid an error message.*

6. Select **Add** to add payment information
   - The Scheduled Payment Date *should be* ***populated with the last day of the pay period*** *that this payment should be paid in.*

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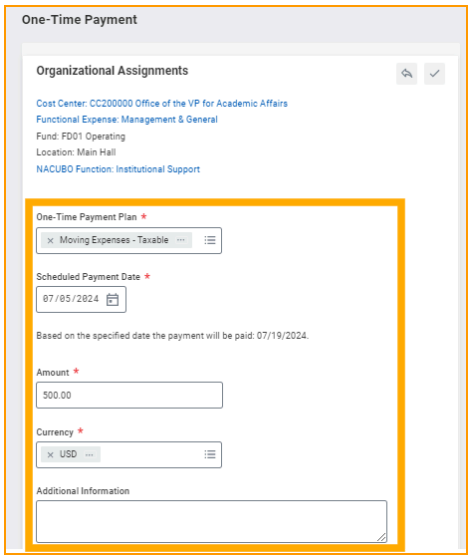
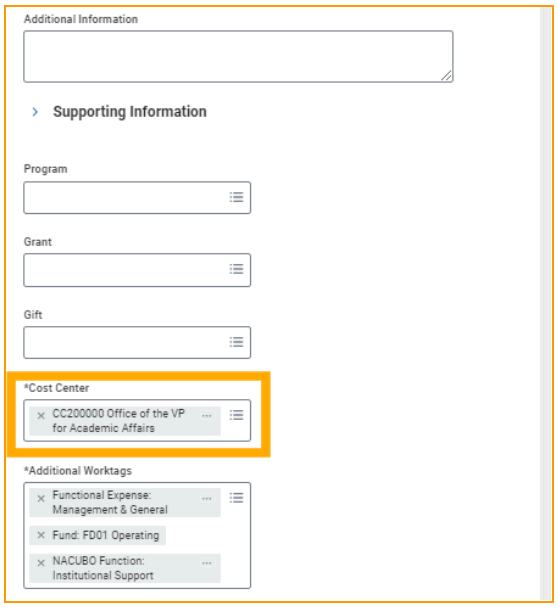


7. Enter the funding information:
    - **Program** (optional)
    - **Grant** (optional)
    - **Gift** (optional)
    - **Cost Center:** required field



8. Select the **Submit** button near the bottom of the screen when you are finished inputting all necessary information.

    NOTE: Documentation may be required to be attached for certain payments.

Remaining Process

The process will now route to the employee's manager, Manager's Manager, Divisional VP, Compensation Partner, Budget Reviewer, and Budget Managerfor approval.