



Request One-Time Payment

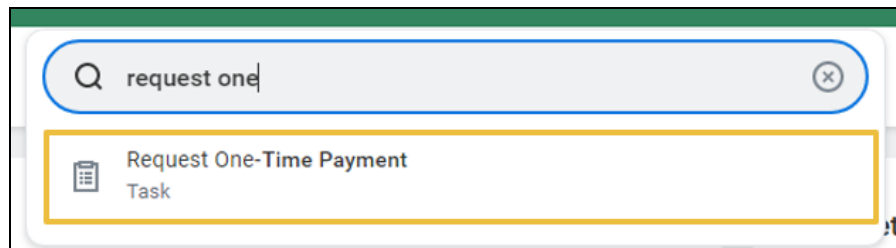
Overview

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

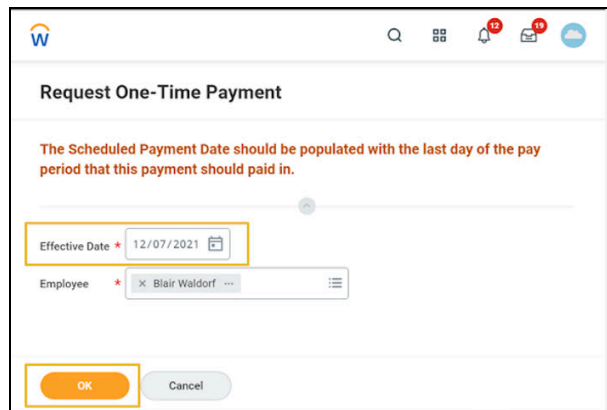
Initiator(s): Compensation Administrator, Compensation Partner, HCM Initiator, Implementers, Initiator, Manager

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



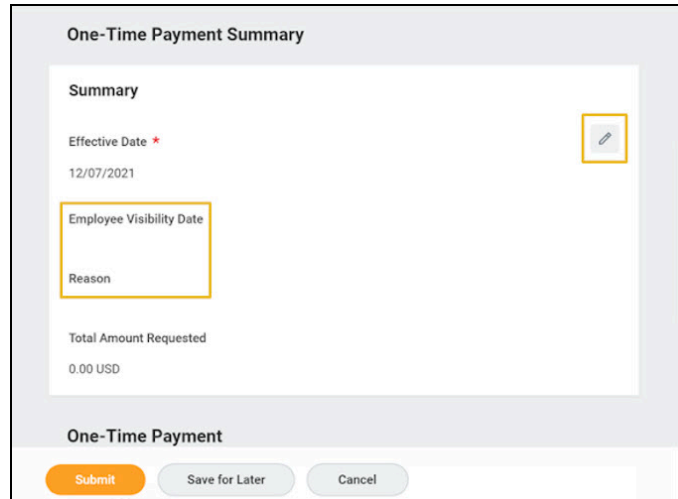
2. On the next page, enter
 - **Effective Date:** This should be populated with the [last day of the pay period](#) that this payment should be paid on.
 - **Employee**

Select **OK**.



LAST UPDATED: 3/11/25

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.



One-Time Payment Summary

Summary

Effective Date *
12/07/2021

Employee Visibility Date

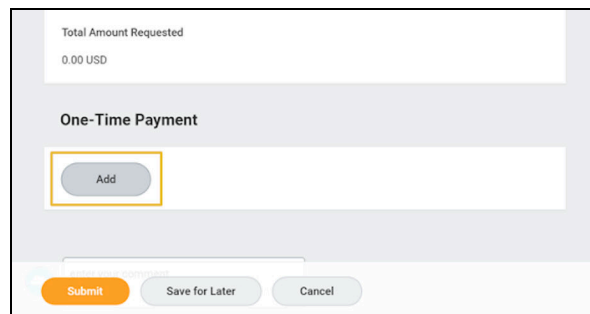
Reason

Total Amount Requested
0.00 USD

One-Time Payment

Submit Save for Later Cancel

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



Total Amount Requested
0.00 USD

One-Time Payment

Add

Submit Save for Later Cancel

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.

The screenshot shows a 'One-Time Payment' form. At the top, it displays 'Organizational Assignments' with details: Cost Center: CC200000 Office of the VP for Academic Affairs, Functional Expense: Management & General, Fund: FD01 Operating, Location: Main Hall, and NACUBO Function: Institutional Support. Below this, a section for 'One-Time Payment Plan' is highlighted with an orange box. It shows a dropdown menu with 'Moving Expenses - Taxable' selected. The 'Scheduled Payment Date' is set to 07/05/2024. A note states: 'Based on the specified date the payment will be paid: 07/19/2024.' The 'Amount' is entered as 500.00 and the 'Currency' is USD. There is also an 'Additional Information' text area at the bottom.

7. Enter the funding information:

- **Program** (optional)
- **Grant** (optional)
- **Gift** (optional)
- **Cost Center:** required field

This screenshot shows the 'Supporting Information' section of the form. It includes an 'Additional Information' text area at the top. Below it, there are dropdown menus for 'Program', 'Grant', and 'Gift'. The '*Cost Center' dropdown is highlighted with an orange box and shows 'CC200000 Office of the VP for Academic Affairs' selected. At the bottom, there is a section for '*Additional Worktags' with three dropdowns: 'Functional Expense: Management & General', 'Fund: FD01 Operating', and 'NACUBO Function: Institutional Support'.

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 Manager for approval.