

SUMMARY

This job aid outlines the process and workflow of loading a One-Time Payment request in Workday.

REQUEST ONE-TIME PAYMENT

1. In the Workday search bar, type the Worker's name and select the Worker.
2. Click the Actions icon, hover over Compensation, then click on Request One-Time Payment.
3. Click the calendar icon next to the Effective Date field and select the date. Confirm Worker's name has populated. Then click OK.
4. The Effective Date will populate automatically from the previous screen. Select the appropriate Reason for the One-Time Payment request. Below is a chart that lists each Reason and when it should be used.

Reason	Used For
Contractual Payments	Athletics payments related to contracts
Conference/Bowl/Event	Athletics payments related to contracts
Research Incentive Grant Payments	School of Veterinary Medicine payments
Washer and Dryer Allowance	Certain positions that qualify for laundry stipends
Honorifics and Professorships	Honorific payments for faculty
Uniform Allowance	Certain positions that qualify for uniform reimbursement
Event Pay	Payments for event related work
Service Awards	Award payments
One-Time Service	Work performed on a one-time basis
Period of Appointment	Pre-approved faculty member to begin work before appointment start date
Summer Research	Faculty performing research duties in the summer

5. Under the One-Time Payment section, click Add.
6. Add the appropriate One-Time Payment Plan. Below is a chart that lists each One-Time Payment Plan and when it should be used.

One-Time Payment Plan	Used For
Awards	Award payments
Contractual Coaches (Non-Retirement)	Athletic payments related to contracts that do not contribute towards retirement
Contractual Coaches (Retirement)	Athletic payments related to contracts that contribute towards retirement
Graduate Assistant/Student One-Time Payment	All Graduate Assistants and Student Workers receiving a One-Time Payment
Honorific One-Time Payment	Temporary salary honorific payment
Honorific One-Time Payment (Retirement)	Additional compensation honorific payment
Lump Sum Wages (Non-Retirement)	Payments that do not contribute towards retirement
Lump Sum Wages (Retirement)	Work performed

One-Time Payment Plan	Used For
Research Incentive Plan	School of Veterinary Medicine Payments
Summer Research Payment	Faculty performing research duties in the summer
Uniform Allowance	Certain positions that qualify for uniform reimbursement
Veterinary Teaching Hospital Incentive	School of Veterinary Medicine Payments
Washer and Dryer Allowance	Certain positions that qualify for laundry stipends

7. Enter the Coverage Start Date and Coverage End Date of when the work was performed.
8. Type the payment amount in the Amount box.
9. Currency will default to USD. Ensure the Send to Payroll box is checked.
10. In the Additional Information text box, include details of what the worker is doing for the One-Time Payment. Please include as much detail as possible.
11. Type in the Account number the work is being charged to. The Cost Center, Fund, and Function will populate.
12. Enter any additional comments or attachments.
13. Click Submit.

WORKDAY WORKFLOW

