One-Time Payments



This quick reference card assists initiators (Faculty Affairs Officer, Divisional Finance Approver, UR Faculty Coordinator, UR Faculty Affairs Officers, UR Department Coordinators-Senior Accountants, UR Department Coordinators, UR Divisional Finance Approvers, or UR Graduate Coordinators) with the **Request One-Time Payment** process in Workday. The process for requesting one-time payments is the same for all workers, but only completed for individuals within your department and approvals may vary based on the type of worker receiving payment.

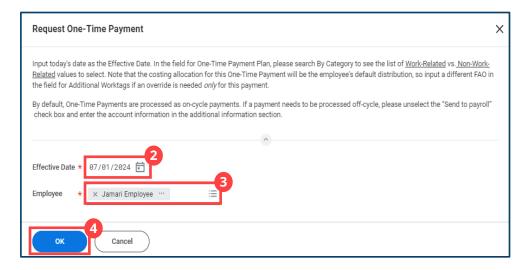
Request One Time Payments

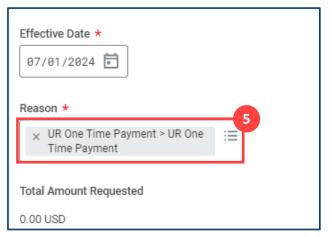
- Use the global navigation bar to search for and select the Request One-Time Payment task.
- Enter today's date as the Effective Date.
- 3. Select the **Employee**.
- 4. Select **OK**.
- 5. In the Summary box on the One-Time Payment Summary page, select the pencil icon then select the **Reason**, using a UR reason code.

Note: The Scheduled Payment Date field will populate with the effective date selected previously.

6. In the One-Time Payment section select the **Add** button.

Note: The costing allocation will default to the worker's main costing source, which is listed at the top of the Organizational Assignments area of the One-Time Payment section. If this is incorrect, the costing allocation can be changed in the Supporting Information area at the end of this section.







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- 7. Select the appropriate **One-Time Payment Plan**.
- 8. Update **Scheduled Payment Date**. Enter a date within the pay period this one-time payment is to be paid. The payment will be processed on the check date for the pay period that includes the Scheduled Payment Date.
- 9. Enter the **amount** for the one-time payment.

Note: If this is an off-cycle payment, uncheck the Send to Payroll box and enter the FAO in the Additional Information field.

- 10. Provide **additional information** supporting the reason and details for this one-time payment.
- 11. Select the check mark to save the information.
- 12. Select Submit.

