

# 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

1. Use the global navigation bar to search for and select the **Request One-Time Payment** task.
2. 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.

**Request One-Time Payment** [X]

Input today's date as the Effective Date. In the field for One-Time Payment Plan, please search By Category to see the list of Work-Related vs. Non-Work-Related values to select. Note that the costing allocation for this One-Time Payment will be the employee's default distribution, so input a different FAO in the field for Additional Worktags if an override is needed *only* for this payment.

By default, One-Time Payments are processed as on-cycle payments. If a payment needs to be processed off-cycle, please unselect the "Send to payroll" check box and enter the account information in the additional information section.

Effective Date \* 07/01/2024 [calendar icon] **2**

Employee \* x Jamari Employee ... **3**

**4** OK Cancel

Effective Date \* 07/01/2024 [calendar icon]

Reason \* x UR One Time Payment > UR One Time Payment **5**

Total Amount Requested

0.00 USD

# One-Time Payments

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**.


### Organizational Assignments

Company: 001 University of Rochester  
Cost Center: CC17024-902 Payroll  
Location: College Town 40 Celebration Drive

One-Time Payment Plan \*

x UR Additional Work Different Department 7

Scheduled Payment Date \* 8

07/01/2024 

Based on the specified date the payment will be paid: 07/19/2024.

Amount \* 9

500.00

Currency \*

x USD ⋮

Send to Payroll

Additional Information \* 10

Performed additional work for another department.