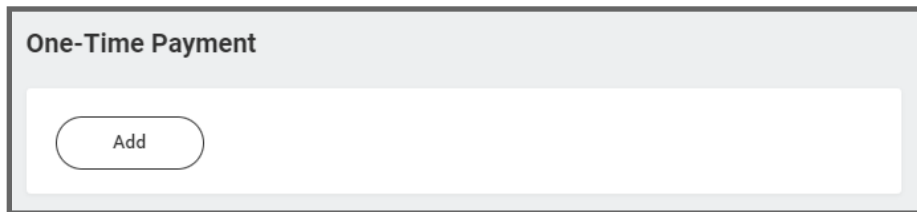


Compensation: Request One-Time Payment

REQUEST A ONE-TIME PAYMENT


One-time payments, such as spot bonuses, can be requested for a direct report directly through the Workday system. Coverage dates for overtime show for some employees.

1. Search for the employee in the Workday search bar and open their profile.
2. On the left-hand side, click the **Actions** button.
3. Hover over **Compensation** and choose **Request One-Time Payment**.
4. Enter the **Effective Date** and **Reason** and click **OK**.
5. Click the **Add** button in the **One-Time Payment** section.



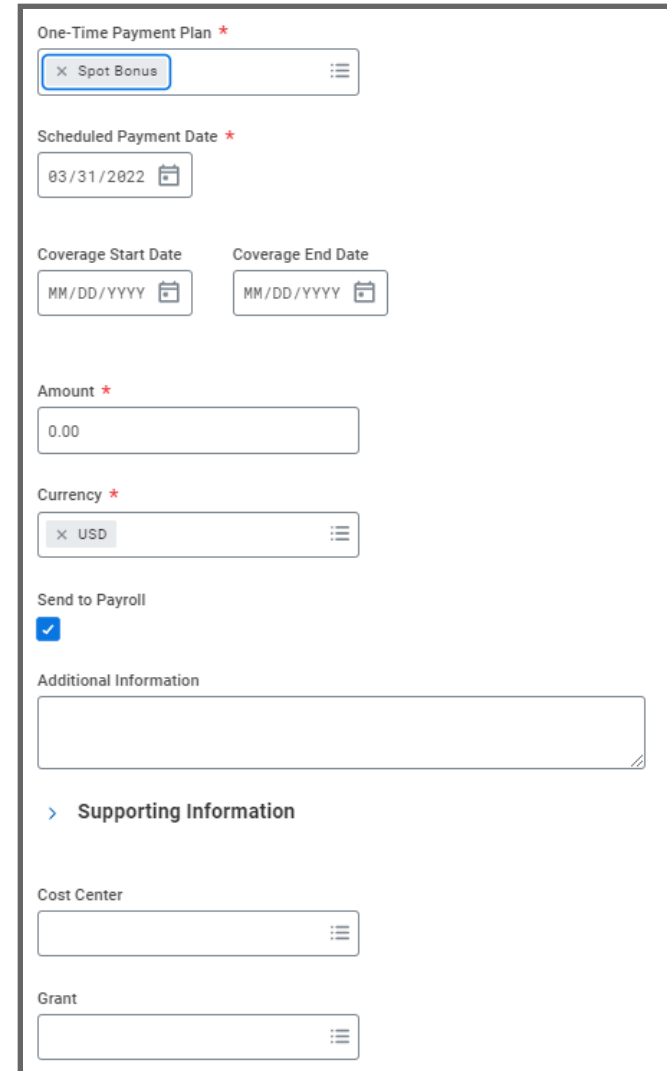
One-Time Payment

Add

6. Choose the appropriate plan from the drop down and make any needed changes.
7. You may need to enter a cost center that is different from the primary cost center. You can do that under **Supporting Information**.
8. Click the **Save** icon .
9. Click **Submit**. This now routes for approval by your Compensation Partner.



Note: If the Amount field auto-populates with a default value, based on the One-Time Payment Plan selected, use guidelines. You can modify the default amount, but additional approvals may be required.



One-Time Payment Plan *

X Spot Bonus

Scheduled Payment Date *

03/31/2022

Coverage Start Date Coverage End Date

MM/DD/YYYY MM/DD/YYYY

Amount *

0.00

Currency *

X USD

Send to Payroll

Additional Information

> Supporting Information

Cost Center

Grant