

REQUEST A ONE-TIME PAYMENT FOR EMPLOYEE

One-time payments, such as bonuses, can be requested for an employee within your Division directly through the Workday system.

1. In the search bar enter **Request One-Time Payment**

2. Enter the start date of the next Pay Period for the **Effective Date**.
 - If Today's date is **before** the 15th of current month, enter the effective date as 16th of the **current** month.
 - If Today's date is **after** the 15th of current month, enter the effective date as 1st of the **next** month.

3. Enter the **Employee's** name and click **OK**.
4. The One-Time Payment Summary details display. Click the **Add** button (**pencil**) in the One-Time Payment section.
5. Select the **Spot Bonus** for the reason field.

6. Select the **Add** button in the One-Time Payment section.

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7. Enter **"Spot"** for the payment plan and hit **Enter**.
8. The **Amount** should be between \$1,000 - \$5,000.
9. The **Additional Information** should indicate the reasons why the employee is receiving a bonus.

The screenshot shows the 'Spot Bonus' form with several fields highlighted by orange circles:

- One-Time Payment Plan ***: A dropdown menu showing 'X Spot Bonus ...'.
- Scheduled Payment Date ***: A date field showing '01/31/2022' with a calendar icon.
- Amount ***: A text input field containing '0.00'.
- Currency ***: A dropdown menu showing 'X USD ...'.
- Send to Payroll**: A checkbox that is checked.
- Additional Information**: A text area for providing details about the bonus.

10. Add any costing allocation information if different from the defaults indicated above. The activity will be defaulted to **ACT11776**.

The screenshot shows the right-hand side of the form with the following fields:

- Costing Company**: A dropdown menu.
- Activity**: A dropdown menu showing 'X ACT11776 Spot bonus pool ... - Payroll use only'.
- Funding Resource**: A dropdown menu.
- *Additional Worktags**: A dropdown menu.

11. Click the **Save** icon .

12. Click **Submit**



Note: The request will now go through the approval process. (Budget Office, VP of Diversity, Equity & Inclusion and Payroll).