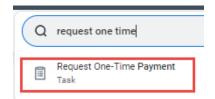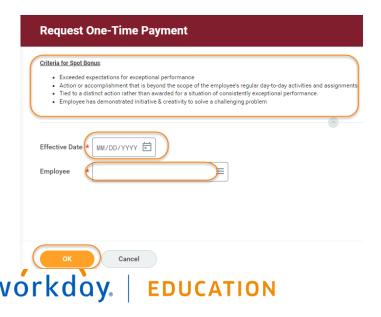## REQUEST A ONE-TIME PAYMENT FOR EMPLOYEE

One-time payments, such as bonuses, can be requested for an employee within your Division directly through the Workday system.
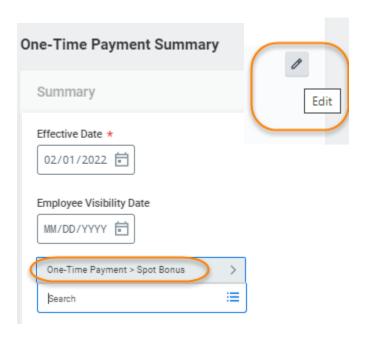
1. In the search bar enter **Request One-Time Payment**

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.**

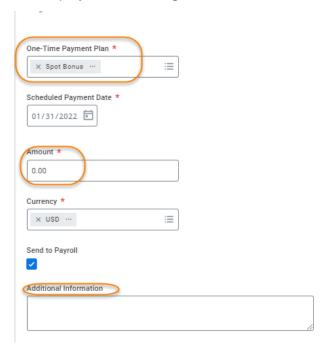   - **If Today's date is after the 15th of current month, enter the effective date as 1st of the next month.**

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.
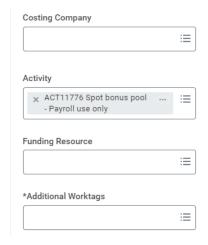
5. Select the **Spot Bonus** for the reason field.

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

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.

One-Time Payment Plan *

✕ Spot Bonus ···

Scheduled Payment Date *

01/31/2022 📅

Amount *

0.00

Currency *

✕ USD ···

Send to Payroll

✓

Additional Information

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

Costing Company

Activity

✕ ACT11776 Spot bonus pool ···
- Payroll use only

Funding Resource

*Additional Worktags

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).