

Relocation Assistance Supplemental Pay

In the search box, type in the employee's name

The screenshot shows a user interface with a search bar at the top left containing the text "Search". Below the search bar is a blue header bar with the text "Welcome, Bucky Bronco". Underneath the header is a section titled "Applications" with a puzzle piece icon and "10 items". Below this are eight icons representing different categories: Personal Information, Pay, Benefits, Absence, Onboarding, Talent and Performance, Recruiting, and Recruiting Dashboard.

Below the employee's name, click on the Actions button

The close-up shows a blue menu with an "Actions" button at the top, highlighted with an orange border. Below the "Actions" button are two buttons: "Email" with an envelope icon and "Team" with a group of people icon. At the bottom of the menu are two more buttons: "Summary" with a grid icon and "Job" with a briefcase icon.

From the Actions button,
select:
Compensation → Request
One-Time Payment

The screenshot shows a 'Worker' page with a left-hand navigation menu under the heading 'Actions'. The menu items are: Academic Faculty, Compensation, Job Change, Manage Work, Organization, Payroll, Payroll Interface, and Personal Data. The 'Compensation' item is highlighted with an orange box. To the right, a sub-menu is open, listing several options: Request One-Time Payment, Request Grade Change, Manage Period Activity Pay Assignments, View Compensation, View Compensation History, View Compensation History - All Past and Present Positions, View Compensation Basis Details, and View Estimated Compensation for a Period. The 'Request One-Time Payment' option is also highlighted with an orange box.

Effective Date: select date

Effective Date * 08 / 01 / 2019 

Employee * 

Click on the **Add** button under One-Time Payment

Summary

Effective Date *
08/01/2019

Employee Visibility Date

Reason

Total Amount Requested
0.00 USD

One-Time Payment

Add

Organizational Assignments

Cost Center: SOCI Sociology Department
Fund: 11001 Education & General Fund
Location: O'Connor Hall
Program: IN

One-Time Payment Plan *

× Relocation Assistance Supplemental Pay

Scheduled Payment Date *

08 / 01 / 2019 

Amount *

2,000.00

Currency *

× USD

Send to Payroll



One-Time Payment Plan:

All Plans → Relocation Assistance Supplemental Pay

Scheduled Payment Date*: select date

Amount*: enter amount

Additional Information

[Empty text box for additional information]

> Supporting Information

*Worktags

× Fund: 11001 Education & General Fund [Menu icon]

Payment Details

2,000.00 USD

Worktags: select where to charge

Attachments

Drop files here
or
Select files

Attachments: upload the offer letter that specifies relocation

Submit Save for Later Cancel

Attachments



interview notes.docx

Description

[Description text box]

Category *

× Offer Letter [Menu icon]

Category*: Offer Letter

Click Submit.

Up Next: Payroll Partner