Manager

Use this job aid to request a one-time payment for a Team Member via the Workday mobile application.

Request One-Time Payment - iOS

From your Workday mobile home screen:

1. Navigate to the **Team** application > select the Team Member who is to receive the one-time payment.



 Click the related actions icon ••• in the top right corner of the screen > select Compensation > select Request One-Time Payment.





NOTE: Click the pencil icon \checkmark to edit information within a section. If there is no pencil icon, the fields in the section cannot be edited. A red asterisk \star indicates a field is required.

3. In the **Effective Date** field, enter the date of the one-time payment.



- 4. Click Done.
- 5. In the **Reason** field, select the reason for the one-time payment from the options.

Close Reason		Cancel	Summary	Done
Q Search		Effective Date *		
One-Time Payment > Annual Compensation Review	>	04/16/2021		Ē
One-Time Payment > Incentive		Reason × Incentive 0	Compensation Review > Bon	us P ∷⊟
One-Time Payment > Incentive Compensation Review	>			

6. Click Done.



Request One-Time Payment – iOS (continued)

From the **One-Time Payment** section:

7. Select Request One-Time Payment Tasklet > Click Add New.



8. In the **One-Time Payment Plan** field, select the type of one-time payment from the options provided.

Cancel	Done
Organizational Assignments	
Cost Center: 000106 Personnel	
Location: Utica, NY #0064	
One-Time Payment Plan *	
	:=

9. In the **Amount** field, enter the amount of the one-time payment. Leave the **Send to Payroll** box checked.

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- 10. Click Done.
- 11. Click Close.

12. Click Submit.

Next Steps

Approval routing varies based on compensation change reasons and amounts.



Request One-Time Payment - Android

From your Workday mobile home screen:

1. Navigate to the **Team** application > select the Team Member who is to receive the one-time payment.



Click the related actions icon in the top right corner of the screen > select Compensation > select Request One-Time Payment.

← ☆ Compensation	← ᡎ Compensation
Compensation	Request Compensation Change
	Request One-Time Payment



NOTE: Click the pencil icon 🖉 to edit information within a section. If there is no pencil icon, the fields in the section cannot be edited. A red asterisk * indicates a field is required.

3. In the **Effective Date** field, enter the date of the one-time payment.

× Request One-Time Payment		<
Effec	tive Date *	
05/2	8/2021	Ē

- 4. Click the blue checkmark.
- 5. In the **Reason** field, select the reason for the one-time payment from the options.
- 6. In the One Time Payment section, click the pencil icon and click + Add New.
- 7. Select the One-Time Payment plan from the menu.
- 8. In the **Amount** field, enter the amount of the one-time payment. Leave the **Send to Payroll** box checked.
- 9. Click the blue checkbox and the red X.
- 10. Review and click **Submit**.



Request One-Time Payment – Android (continued)

X Request One-Time Payment Anthony Nguyen (403473)			
One-Time Payment Su	mmary		
Summary			
Effective Date * 05/28/2021			
Reason DC Annual Compensation Lump Sum Payment	Review > DC Merit		
Total Amount Requeste 100.00 USD	Total Amount Requested 100.00 USD		
One-Time Payment			
Payment Details 100.00 USD			
One-Time Payment Pla Spot Award	n		
Scheduled Payment Da 05/28/2021	te		
Save for Later	Submit		

Next Steps

Approval routing varies based on compensation change reasons and amounts.

