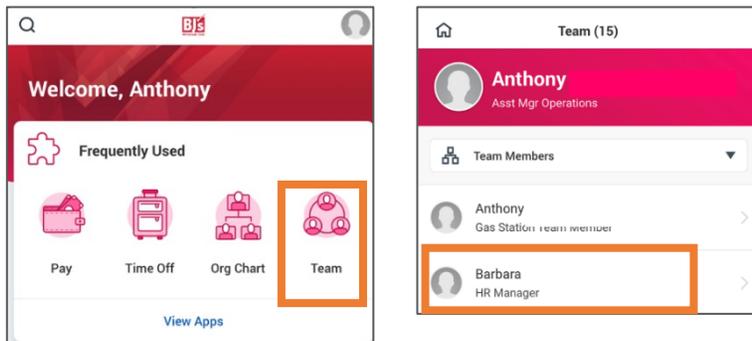


Use this job aid to request a one-time payment for a Team Member via the Workday mobile application.

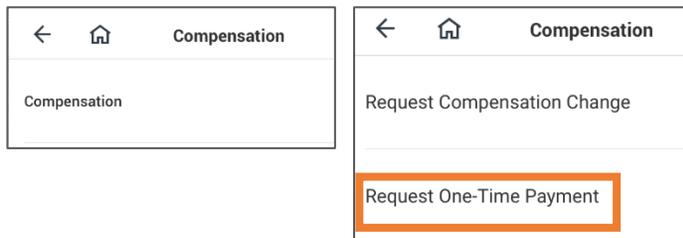
## Request One-Time Payment - iOS

From your Workday mobile home screen:

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

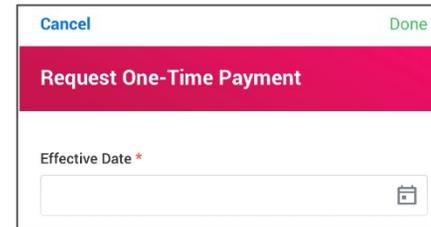


2. Click the related actions icon **⋮** in the top right corner of the screen > select **Compensation** > select **Request One-Time Payment**.



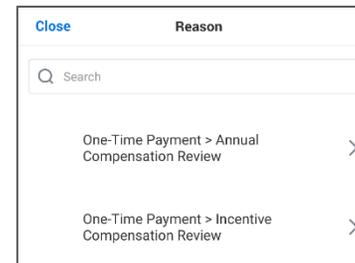
 NOTE: Click the pencil icon  to edit information within a section. If there is no pencil icon, the fields in the section cannot be edited. A red asterisk \* indicates a field is required.

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



4. Click **Done**.

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



6. Click **Done**.

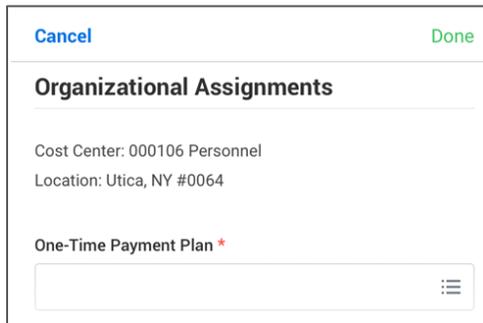
## Request One-Time Payment – iOS (continued)

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

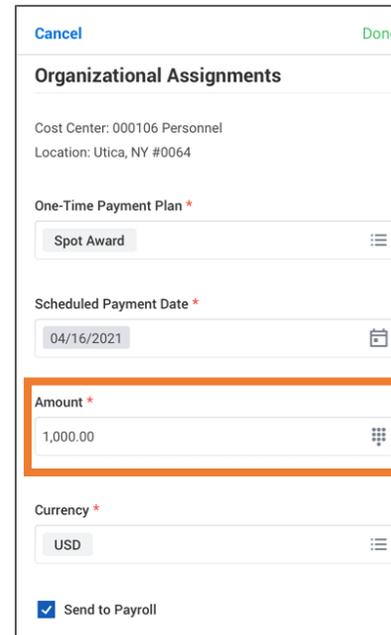
7. Select **Request One-Time Payment Tasklet** > Click **Add New**.



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



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



10. Click **Done**.
11. Click **Close**.
12. Click **Submit**.

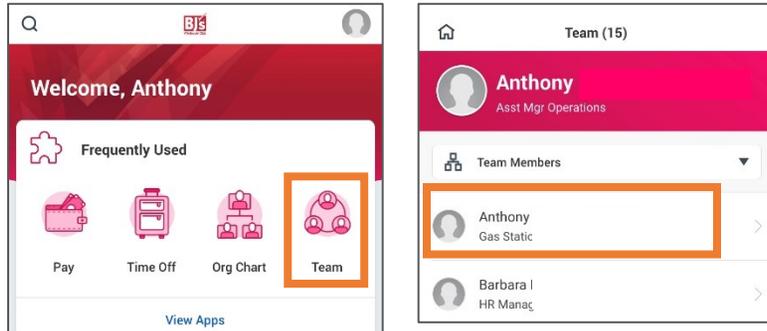
## Next Steps

Approval routing varies based on compensation change reasons and amounts.

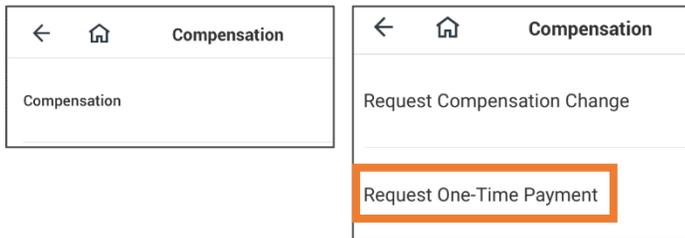
## Request One-Time Payment - Android

From your Workday mobile home screen:

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



2. 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  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.



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)

## Next Steps

Approval routing varies based on compensation change reasons and amounts.

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### Request One-Time Payment

Anthony Nguyen (403473)

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#### One-Time Payment Summary

Summary

 Effective Date \*  
05/28/2021

Reason  
DC Annual Compensation Review > DC Merit Lump Sum Payment

Total Amount Requested  
100.00 USD

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#### One-Time Payment

 Payment Details  
100.00 USD

One-Time Payment Plan  
Spot Award

Scheduled Payment Date  
05/28/2021