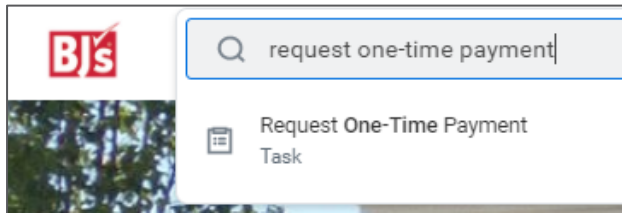


Use this job aid to request one-time payments for Team Members.

Request One-Time Payment



From your home screen:

1. Navigate to the search bar > type **Request One-Time Payment**. Select **Request One-Time Payment** from the tasks.



2. In the **Effective Date** field, enter the date of the one-time payment.
3. In the **Employee** field, select the Team Member receiving the one-time payment.
4. Click **OK**.



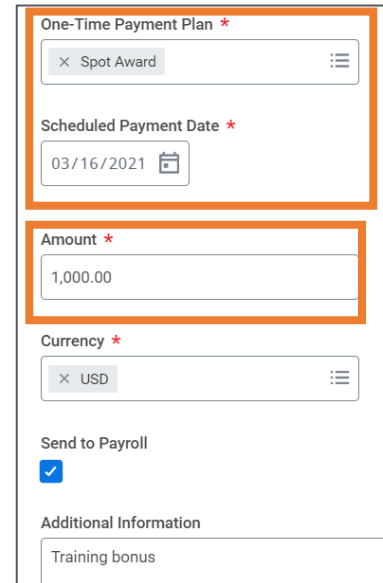
Click the pencil icon  to edit information in a section and the check mark icon  to complete. If a section does not have a pencil icon, then it cannot be edited. A red asterisk * indicates that a field is required.

From the **Summary** section:

5. In the **Reason** field, select the one-time payment reason from the dropdown menu.
 - Annual Compensation Review > Merit Lump Sum Payment
 - Incentive Compensation Review > Bonus Payment

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

6. Click **Add**.
7. In the **One-Time Payment Plan** field, select Spot Award.
8. In the **Scheduled Payment Date** field, enter the date the one-time payment should be paid to the Team Member.
9. In the **Amount** field, enter the payment amount.
10. In the **Currency** field, USD populates. Do not change.
11. Leave the **Send to Payroll** box checked.
12. In the **Additional Information** section, enter information to support the reason for the one-time payment.

A screenshot of the 'One-Time Payment' form in the BJS application. The form is divided into several sections, each with a red asterisk indicating a required field. The 'One-Time Payment Plan' section has a dropdown menu with 'Spot Award' selected. The 'Scheduled Payment Date' section has a date picker showing '03/16/2021'. The 'Amount' section has a text input field with '1,000.00'. The 'Currency' section has a dropdown menu with 'USD' selected. The 'Send to Payroll' section has a checked checkbox. The 'Additional Information' section has a text input field with 'Training bonus' entered.

13. Review information and click **Submit**.

Next Steps

Approvals depend on the amount and reason.