

Core Compensation: Request One Time Payment

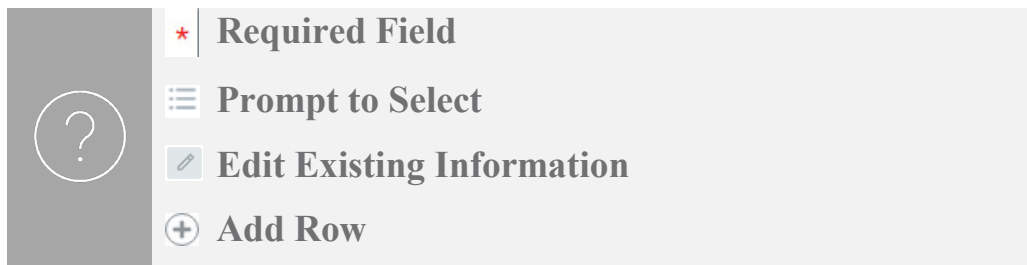
Overview

This quick reference guide covers how to request a one-time payment to an employee.

Notes:

1. One Time Payment business process is used to pay single instance stipends to students and non-employees.
2. You can only initiate one-time payments to employees in your team. Please refer to the 'How to hire a Student Stipend Employee' quick reference guide for steps to add a student to your team.
3. **Initiate this business process only after I-9 is completed.**

Icons:



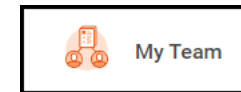
⊖ Remove Row


Request One-Time Payment

1. In Workday, click the Menu in the topic navigation bar to access the global navigation.

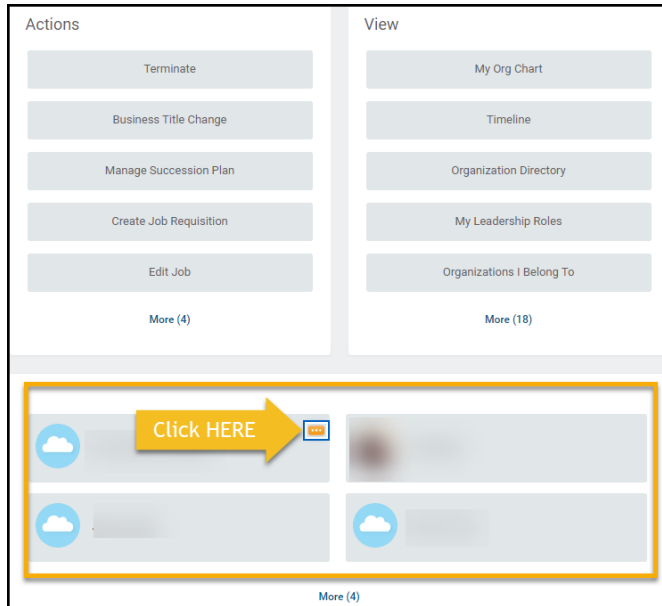


2. Click on My Team App.

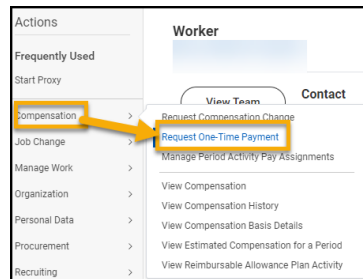


3. Click the Related Action button  next to the employee you want to request payment for.

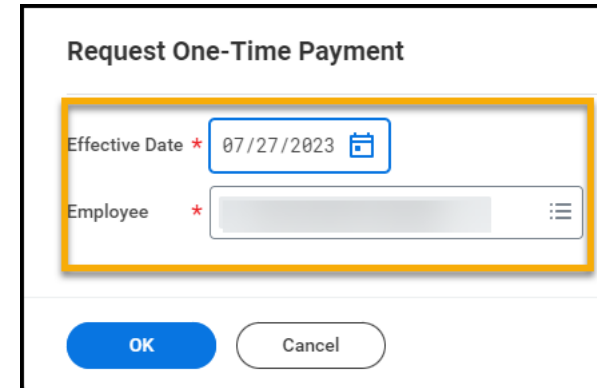
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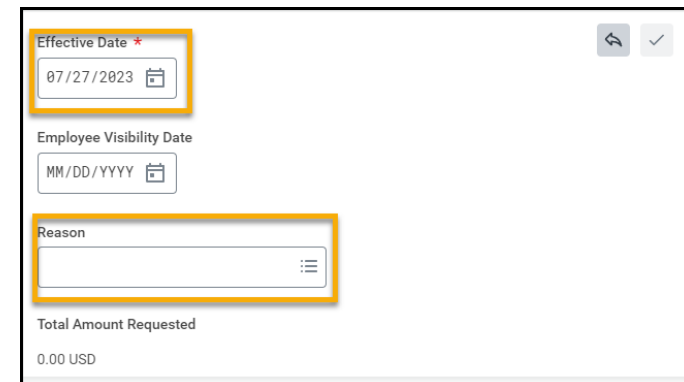
4. In the Compensation menu, select **Request One-Time Payment**.



5. Enter the **Effective Date**, confirm the **Employee Name** is correct and select **OK**.



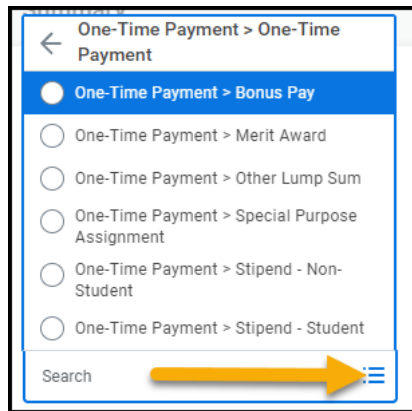
6. In the **One-Time Payment Summary Section**, click on the Edit button  and confirm the **Effective Date**. You can add the Employee Visibility Date or leave it blank.




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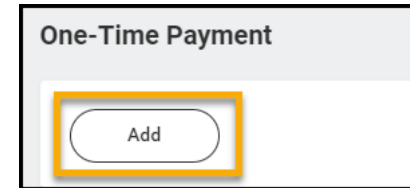
7. Select the appropriate Reason by clicking the prompt icon .


- a. Choose One Time Payment > Stipend Student for Students and
- b. Choose One Time Payment > Stipend Non-Student for others

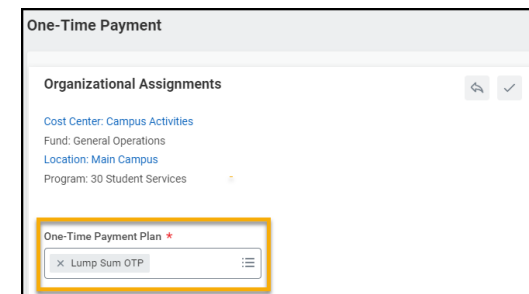


8. Click the  to save any changes.

9. In the One-Time Payment section, select the Add Button.



10. Choose the **One-time Payment Plan** by clicking the prompt icon . Select the appropriate Plan. Choose Stipend - Student OTP for students and Stipend- Non student OTP for others




11. Once you select a One-Time Payment, additional fields will appear. Enter the required fields for **Scheduled Payment Date, Amount and Currency.**

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- a. Confirm that **Send to Payroll** is checked and add Additional Information if needed.

12. In **Supporting Information**, enter the **Cost Center** and add any worktags if desired. Confirm **Payment Details**.

Click here for the [Workday – FOAP crosswalk](#).

13. When finished, click the check mark icon  at the top right corner of the box.
14. Upload relevant attachments in the **Attachments box**, if needed.
15. Click **Submit**.
16. The request will now move through the proper approvals and reviews before payment. You will receive notification in Workday upon approval of the One-Time Payment.