Overview

This quick reference guide covers how to request a onetime 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:



- ***** Required Field
- **Prompt to Select**
- *Edit Existing Information*
- Add Row

 \odot 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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Actions	View
Terminate	My Org Chart
Business Title Change	Timeline
Manage Succession Plan	Organization Directory
Create Job Requisition	My Leadership Roles
Edit Job	Organizations I Belong To
More (4)	More (18)
M	ore (4)

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

Actions		Worker
Frequently Used		
Start Proxy		Contact
Compensation	>	Request Compensation Change
Job Change	>	Request One-Time Payment
Manage Work	>	Manage Period Activity Pay Assignments
Organization	>	View Compensation
Personal Data	,	View Compensation History
		View Compensation Basis Details
Procurement	>	view Estimated Compensation for a Period
Recruiting	>	View Reimbursable Allowance Plan Activity

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

Effective Date	≥ ★ 07/27/2023 🛱	
Employee	*	:=

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.





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.

One-Time Payment	
Add	

10.Choose the **One-time Payment Plan** by clicking

the prompt icon \square . Select the appropriate Plan.

Choose Stipend - Student OTP for students and Stipend- Non student OTP for others

ost Center: Campus Activities	
und: General Operations	
ocation: Main Campus	
rogram: 30 Student Services	

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



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

lased on the specif	ed date the payme	nt will be paid	:08/18/2023	
Amount *			٦.	
100.00				
Surrency *			-	
× USD …		:=		
Send to Payroll				

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

Click here for the Workday – FOAP crosswalk.

Cost Center	
	:=
Grant	
	:=
Gift	
	:=
Capital Project	
	:=
Source Funded	
	:=
L	
*Additional Worktags	
× Fund: General Operations	:=
Payment Details	

- 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.