



STATEWIDE PERSONNEL
— S Y S T E M —

**Request One-Time Payment
Business Process**

November 2014



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Request One-Time Payment Business Process

Business Process Overview

The **Request One-Time Payment** business process is used to request infrequent payments such as an annual leave payout, unused annual leave payout (for non-terminated employees), severance payout, referral bonus or other infrequent employee payments. The steps in the business process are listed below.

NOTE: Agency Payroll Partners will get a notification once this event is completed.

Process Steps	Role	Description
Request One-time Payment	HR Coordinator	Enter one-time payment request details.
Payment Request Approval (Note: Approval routing is based on who initiates the request.)	HR Partner	Agency HR Director approval of one-time payment request.
	Appointing Authority Partner	Agency Appointing Authority approval of one-time payment request.

Events and Reasons

You must select one of the following reasons when initiating the one-time payment request.

Event	Reason
Request One-time Payment	One-Time Payment > Bonus > Executive Amount
	One-Time Payment > Bonus > Executive Percent
	One-Time Payment > Bonus > Recruitment *
	One-Time Payment > Bonus > Referral *
	One-Time Payment > Bonus > Retention
	One-Time Payment > Final Payout > Annual Leave Payout
	One-Time Payment > Severance > Severance Payment *
	One-Time Payment > Unused Annual Leave Payout > Unused Annual Leave Payout *

NOTE: Reasons marked with an asterisk (*), indicate a reason that is rarely used but can be used, if needed.

Before you begin...

You will need the following information to complete the **Request One-Time Payment** business process:

- Employee's name or employee ID number
- Payment amount for request

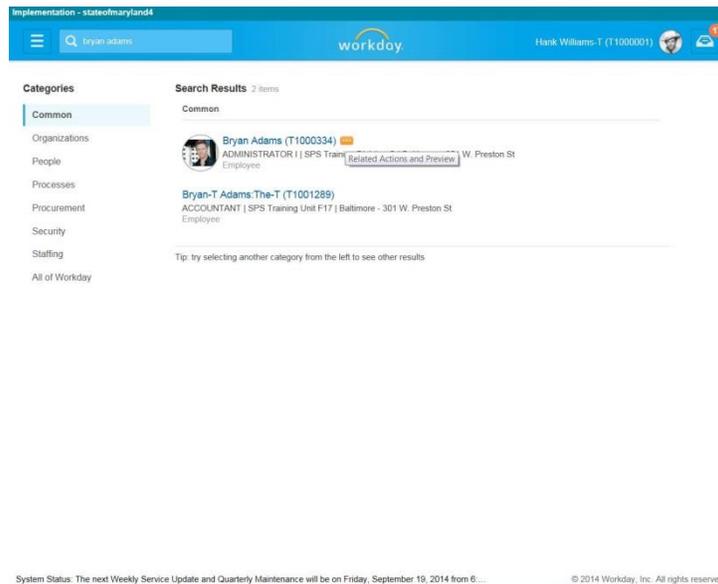
Initiate Request for One-Time Payment

The procedure to initiate the Request One-Time Payment process follows.

Procedure:

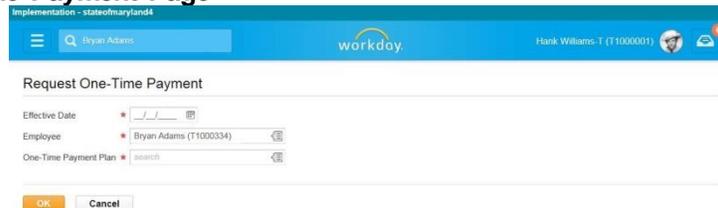
1. Type the employee's name or employee ID in the Search field.
2. Click the **Search**  button.

Search Results



3. Click the **Related Actions and Preview**  icon.
4. In the menu, hover over **Compensation** and click **Request One Time Payment**.

Request One-Time Payment Page



5. Click the **Calendar icon**  and then, select the **Effective Date**.

6. Type or use the prompt to select the appropriate One-Time Payment Plan.

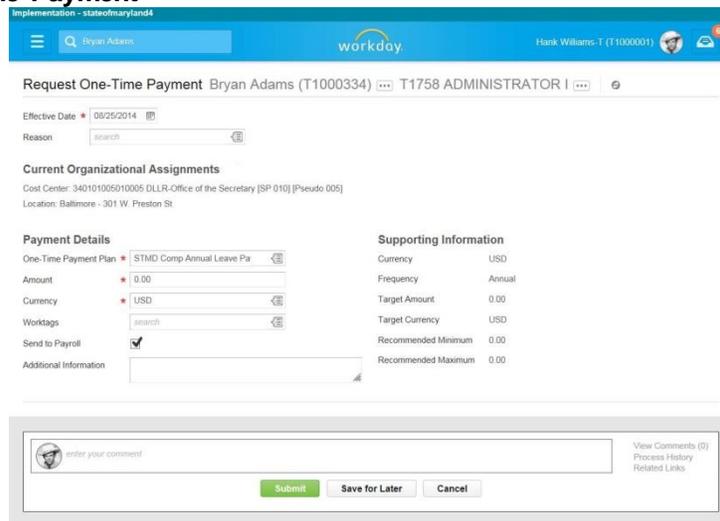


Information: The **One-Time Payment Plan** should correspond to the reason selected for this one-time payment request. Select one of the following:

- STMD Comp Annual Leave
- STMD Comp Referral Bonus
- STMD Comp Severance Bonus
- STMD Comp Unused Annual Leave Payout

7. Click the **OK**  button.

Request One-Time Payment



8. Type or use the prompt to select the Reason.

9. Enter the payment amount.



Caution: DO NOT uncheck the Send to Payroll check box.

Send to Payroll

10. Enter a comment, if desired.

11. Click the **Submit**  button.



Tip: If you do not want to submit a task at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process.

12. Click the **Done**  button.

13. The System Task is complete.