



## Request One-Time Payment

### **Process Overview**

The **Request One-Time Payment** business process is used to request infrequent payments such as retroactive reclass payment (effective prior to 5/24/2016), annual leave payouts, unused annual leave payouts (for non-terminated employees), severance payouts, referral bonuses or other infrequent employee payments. The steps in the process are listed below.

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

Process Steps	Role	Description
<b>Request One-time Payment</b>	HR Coordinator	Enter one-time payment request details.
<b>Payment Request Approval</b> ( <b>Note:</b> 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.

### **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

### **Procedure:**

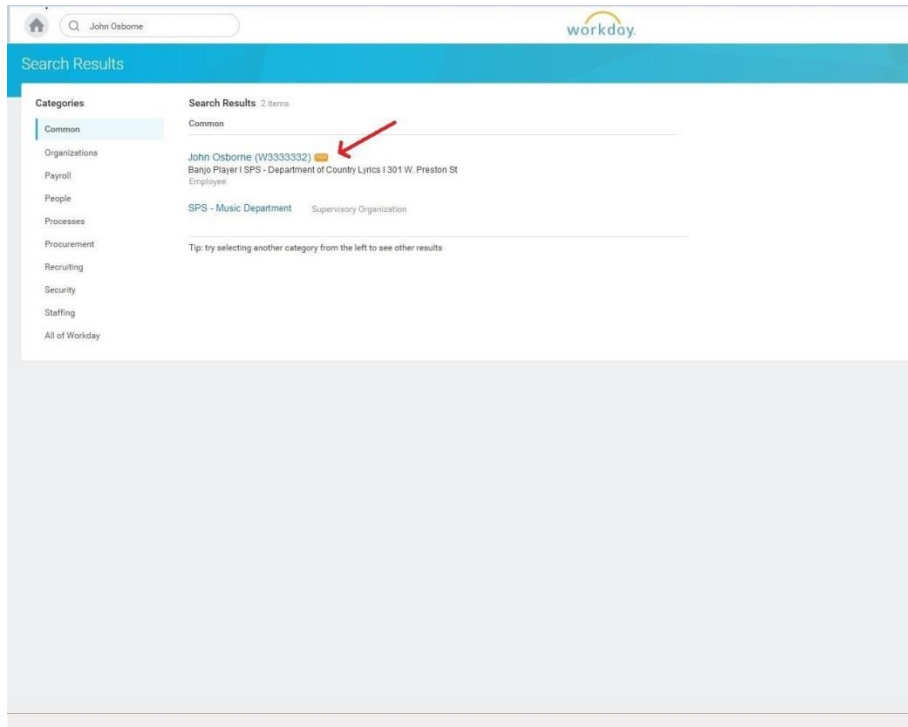
1. Search for the employee.



**Tip:** To find an employee...

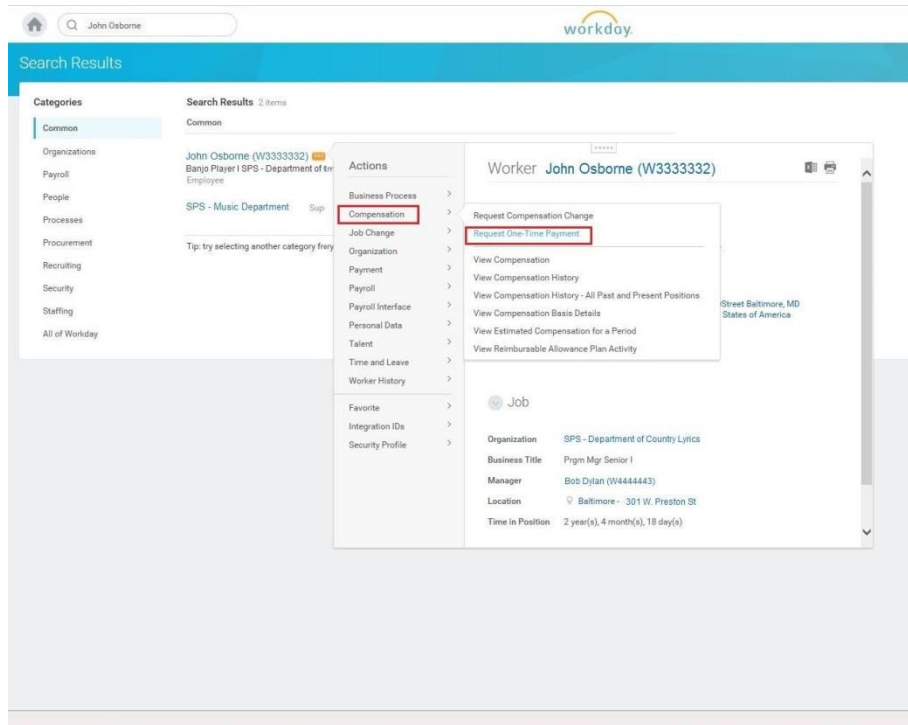
- Type the employee's name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

## Search Results



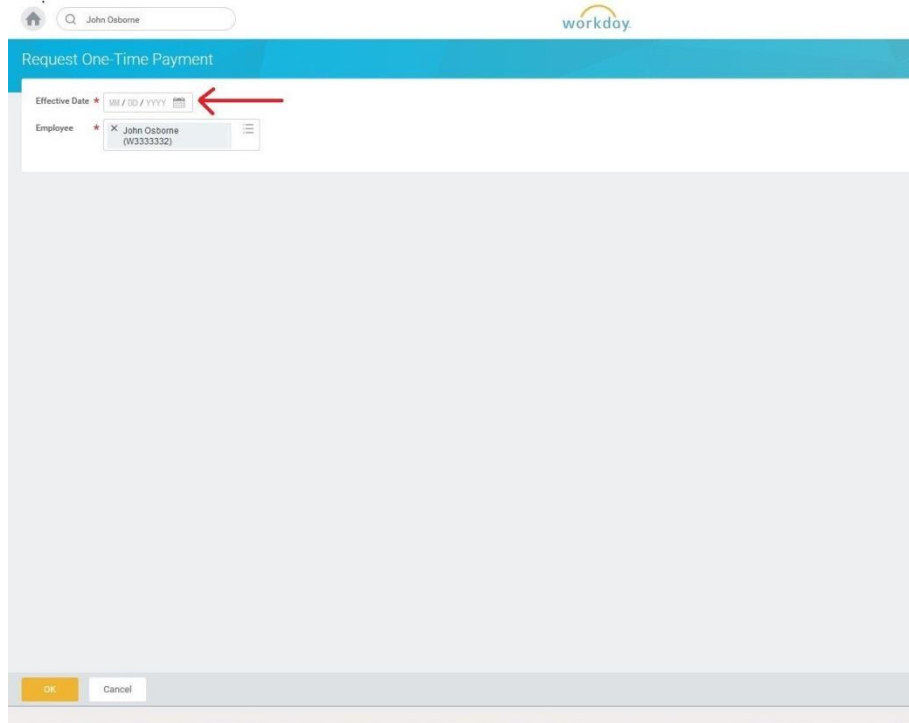
2. Click the **Related Actions and Preview** icon.

## Search Results





3. In the menu, hover Compensation and then click the Request One Time Payment hyperlink.

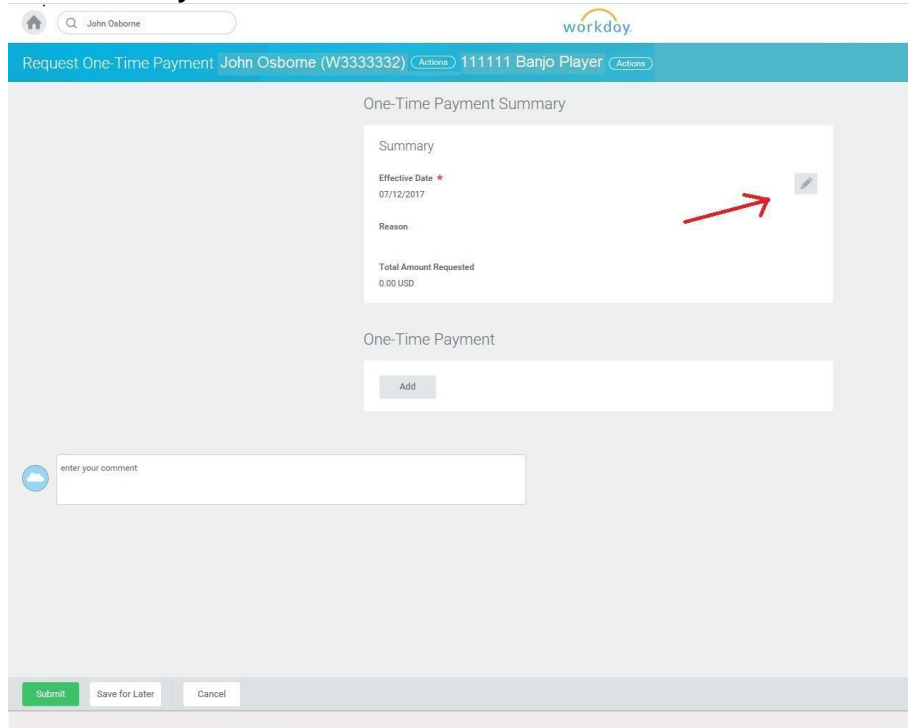
## Request One-Time Payment Page



The screenshot shows the 'Request One-Time Payment' form in the Workday system. At the top, there is a search bar with 'John Osborne' and the Workday logo. The form title is 'Request One-Time Payment'. Below the title, there are two fields: 'Effective Date' and 'Employee'. The 'Effective Date' field is currently empty and has a calendar icon to its right, which is pointed to by a red arrow. The 'Employee' field is populated with 'John Osborne (W0333332)'. At the bottom of the form, there are two buttons: 'OK' (highlighted in yellow) and 'Cancel'.

4. In the Effective Date field, type or use the menu  icon to select the effective date of the payment.  
**Note:** The effective date needs to be the pay period ending date that the bonus is to be paid.
5. Click the **OK**  button.

## Request One-Time Payment



Request One-Time Payment John Osborne (W3333332) Actions 111111 Banjo Player Actions

One-Time Payment Summary

Summary

Effective Date \* 07/12/2017

Reason


Total Amount Requested 0.00 USD

One-Time Payment

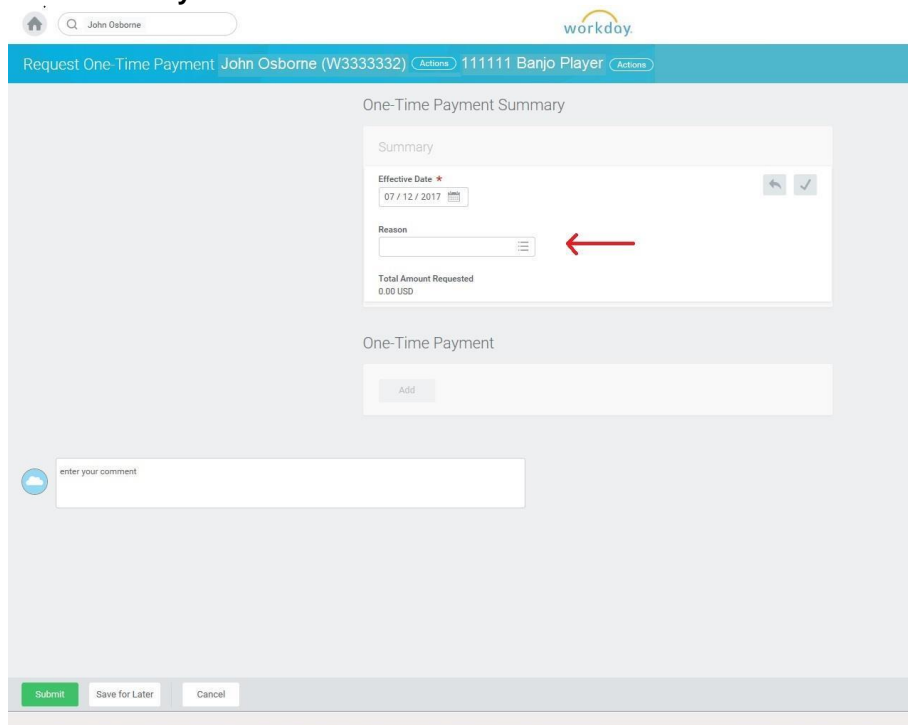
Add

enter your comment

Submit Save for Later Cancel

6. Click the Edit  button.

## Request One-Time Payment



Request One-Time Payment John Osborne (W3333332) Actions 111111 Banjo Player Actions

One-Time Payment Summary

Summary

Effective Date \* 07/12/2017

Reason

Total Amount Requested 0.00 USD


One-Time Payment

Add

enter your comment

Submit Save for Later Cancel

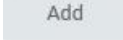


7. Click the prompt  icon to select one of the reasons listed below.

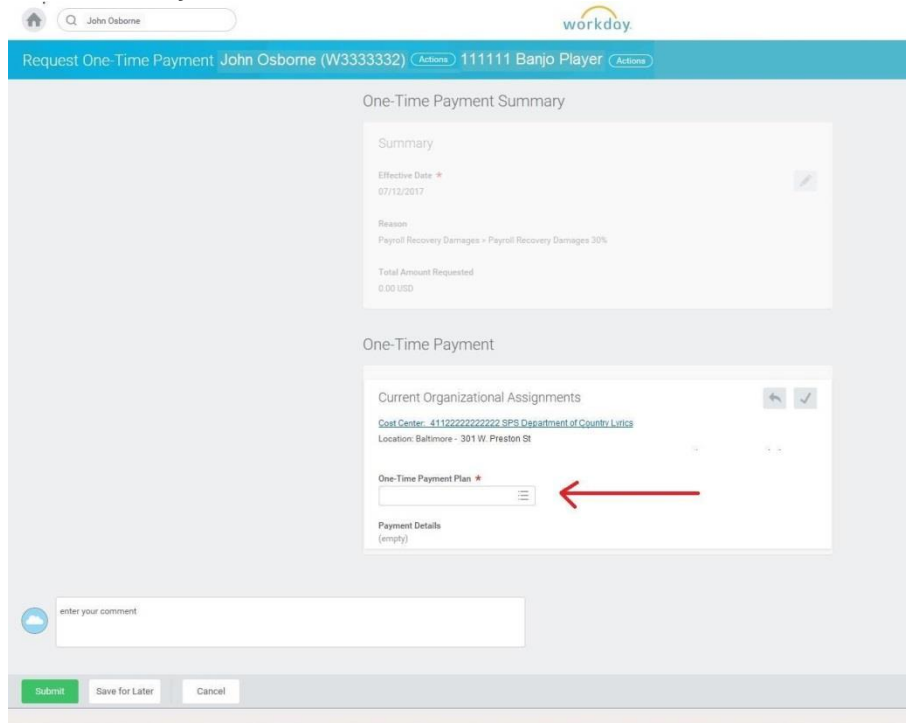
Reason
Activity Pay > Activity Pay
Bonus > Executive Amount Bonus > Executive Percent Bonus > OBA Retention Bonus > Performance Bonus Bonus > Recruitment Bonus > Referral * Bonus > Retention
COE Payout > COE Payout
Final Payout > Annual Leave Payout
Forensic Sciences Incentive > FS Cert Exam (Take) Forensic Sciences Incentive > FS Cert Exam ABC from IAI (Pass) Forensic Sciences Incentive > FS Cert Exam from AFTE (Pass) Forensic Sciences Incentive > FS Cert Exam from IAPE (Pass)
Payroll Recovery Damages > Payroll Recovery Damages 30%
Retro-Reclass > Retro-Reclass Payment
Settlement Amount > Settlement Amount Settlement Amount > Settlement Org Payment
Severance > Severance Payment *
Tuition > Tuition
Unused Annual Leave Payment > Unused Annual Leave Payment


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

8. Click the check mark  icon to save the selection.

9. Click the Add  button in the One-Time Payment section.

## Request One-Time Payment



10. Click the prompt  icon to select the One-Time Payment Plan.



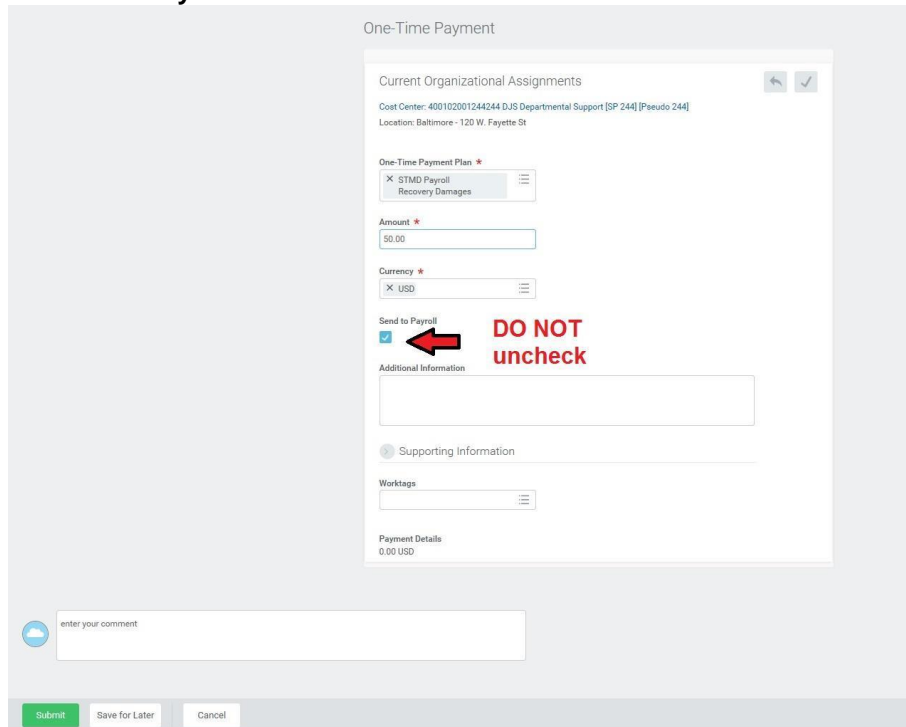
**TIP:** Select All Plans and then select one of the following:

- SPMS COE Payout
- SPMS Retro Reclass
- STMD Activity Pay
- STMD Comp Annual Leave Payout
- STMD Comp Referral Bonus
- STMD Comp Retention Bonus
- STMD Comp Severance Payout
- STMD Comp Unused Annual Leave Payout
- STMD Payroll Recovery Damages
- STMD Performance Bonus (Amount)
- STMD Performance Bonus (Percent)
- STMD Settlement Amount



**Caution:** The selection should correspond with Reason selected in the One-Time Payment Summary section.

## Request One-Time Payment



One-Time Payment

Current Organizational Assignments

Cost Center: 400102001244244 DJS Departmental Support [SP 244] [Pseudo 244]  
Location: Baltimore - 120 W. Fayette St

One-Time Payment Plan \*

X STMD Payroll Recovery Damages

Amount \*

50.00

Currency \*

X USD

Send to Payroll

**DO NOT uncheck**

Additional Information

Supporting Information

Worktags

Payment Details

0.00 USD

enter your comment

Submit Save for Later Cancel

11. Type the dollar amount in the Amount field.

**NOTE:** This payment should be calculated by the Agency payroll staff. Contact your Agency payroll staff if you have questions.



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

Send to Payroll



12. Enter a comment, if desired.

**Note:** Additional information and comments should reference the supporting information -  
*Example* - One Time \$500.00 Bonus paid to Contractual Employee in pay period ending 4/16/2019 (or whichever pay period ending date the bonus will be paid).

13. Click the **Submit**  button.

14. Click the **Done**  button.

15. The System Task is complete.