

# 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
Request One-time Payment	HR Coordinator	Enter one-time payment request details.
Payment Request Approval	HR Partner	Agency HR Director approval of one-time payment request.
( <b>Note:</b> Approval routing is based on who initiates the 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.

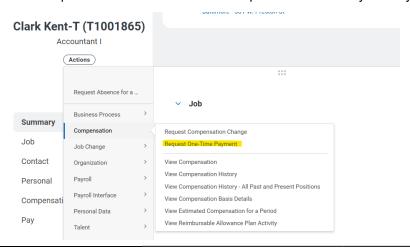


**Tip:** To find an employee...

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.

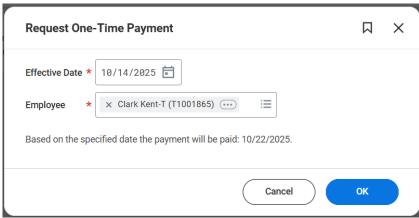
- 2. Click the Related Actions and Preview icon.
- 3. In the menu, hover Compensation and then click the Request One Time Payment hyperlink.



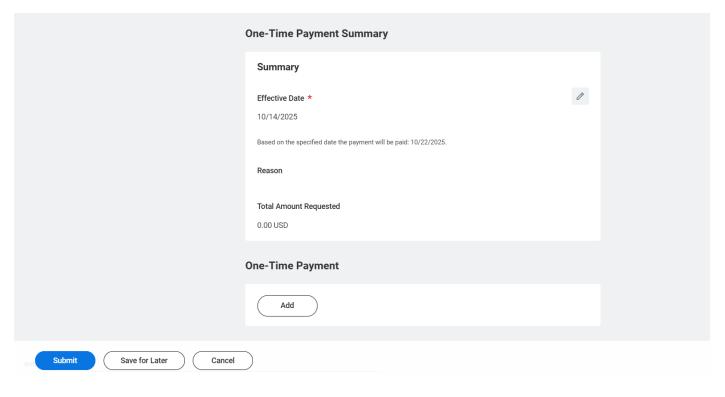
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4. In the Effective Date field, type or use the calendar icon to select the effective date of the payment.



- 5. Click the **OK** button.
- 6. Click the Edit button to select an accurate reason for the payment.



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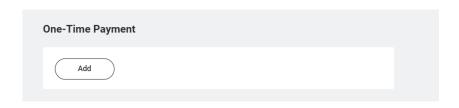


\*\*\* Click the prompt icon to select one of the reasons listed below.

## 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.

- 7. Click the check mark icon to save the selection.
- 8. Click the Add \_\_\_\_\_ button in the One-Time Payment section.



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9. Click the prompt drop-down to select the One-Time Payment Plan.

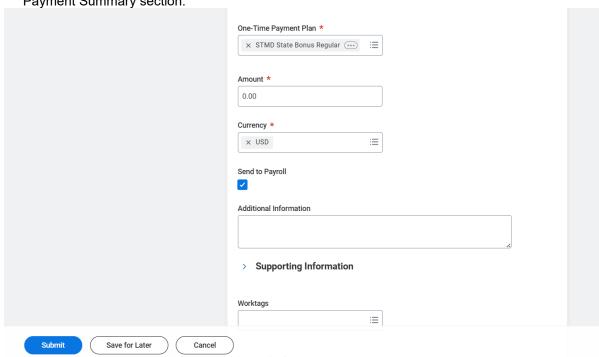


TIP: Select All Plans and then select one of the following:

- 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.



10. 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.



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11. Enter a comment, if desired.

12. Click the **Submit** button.

13. The System Task is complete.

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