



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 (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.

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.

Clark Kent-T (T1001865)

Accountant I

Actions

Request Absence for a ...

Business Process >

Compensation

Job Change >

Organization >

Payroll >

Payroll Interface >

Personal Data >

Talent >

Job

Request Compensation Change

Request One-Time Payment

View Compensation

View Compensation History

View Compensation History - All Past and Present Positions

View Compensation Basis Details

View Estimated Compensation for a Period

View Reimbursable Allowance Plan Activity



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

Request One-Time Payment

Effective Date *

10/14/2025

Employee *

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Based on the specified date the payment will be paid: 10/22/2025.

Cancel

OK

5. Click the **OK** button.

6. Click the Edit  button to select an accurate reason for the payment.

One-Time Payment Summary

Summary

Effective Date *

10/14/2025

Based on the specified date the payment will be paid: 10/22/2025.

Reason

Total Amount Requested

0.00 USD

One-Time Payment

Add

Submit

Save for Later

Cancel



*** 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.

One-Time Payment

Add

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.

One-Time Payment Plan *

×
STMD State Bonus Regular
⋮

Amount *

0.00

Currency *

×
USD
⋮

Send to Payroll

☒

Additional Information

> **Supporting Information**

Worktags

Submit

Save for Later

Cancel

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.

Send to Payroll





11. Enter a comment, if desired.

12. Click the **Submit**  button.

13. The System Task is complete.