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

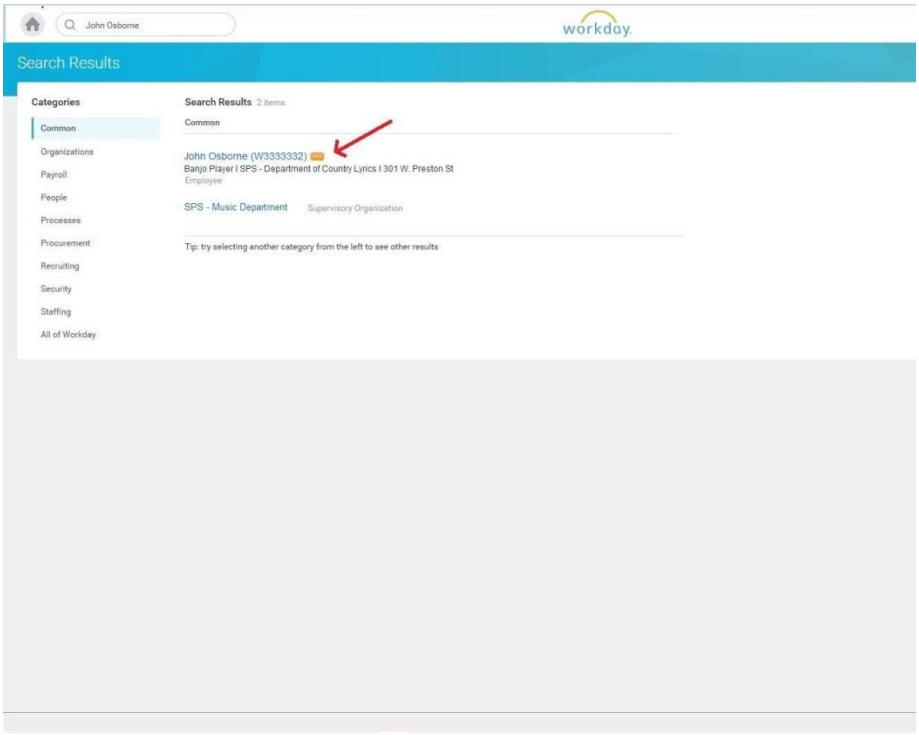
Procedure:

1. Search for the employee.

Tip: To find an employee…

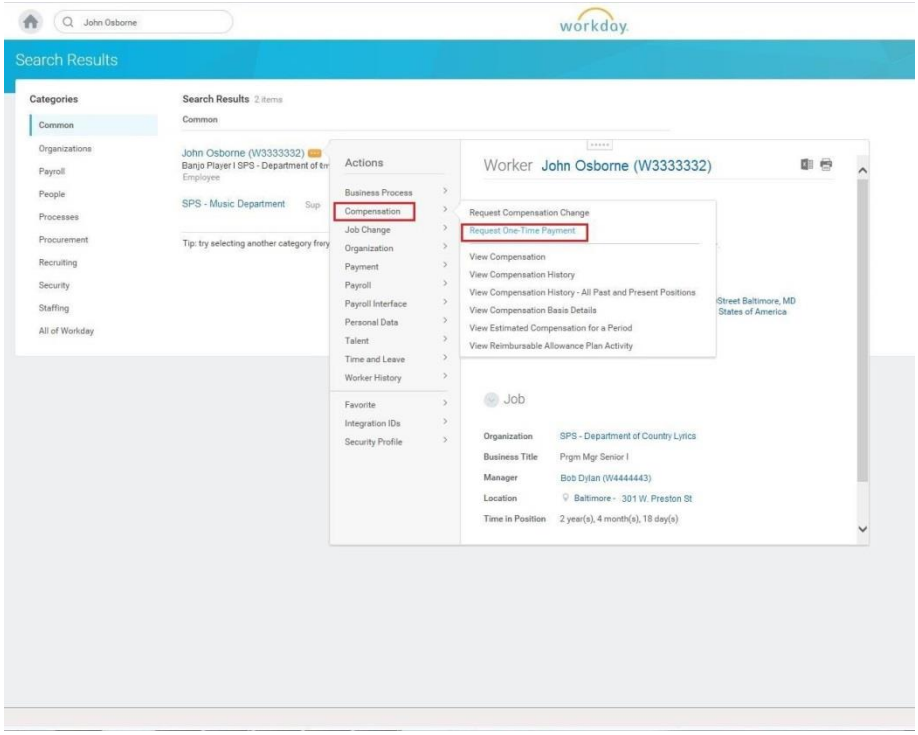
- Type the employee's name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

Search Results



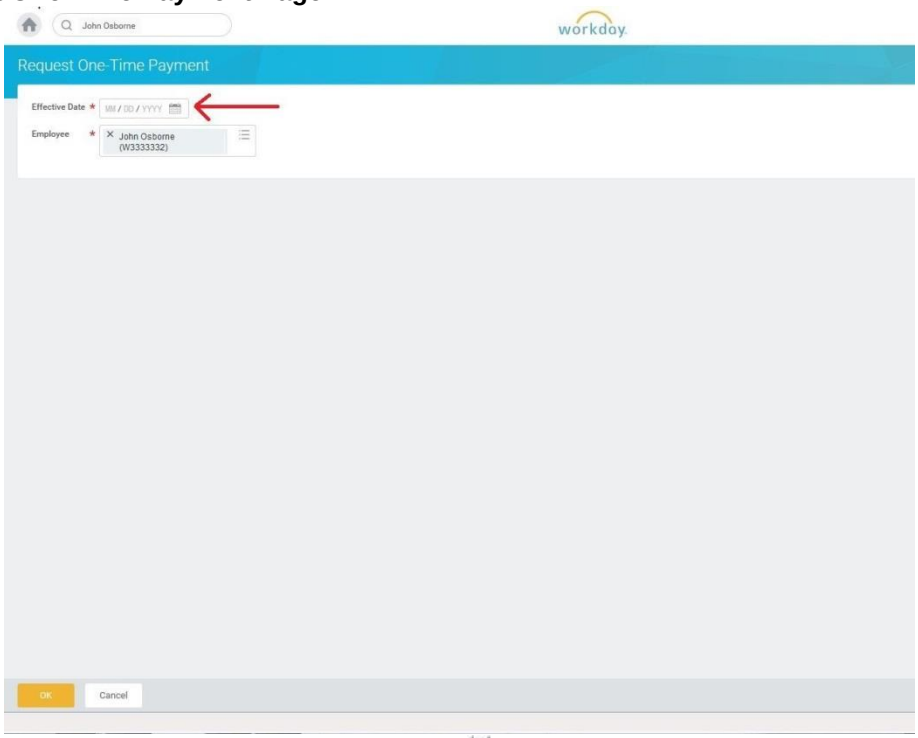
2. Click the **Related Actions and Preview** icon.

Search Results



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

Request One-Time Payment Page



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** OK button.

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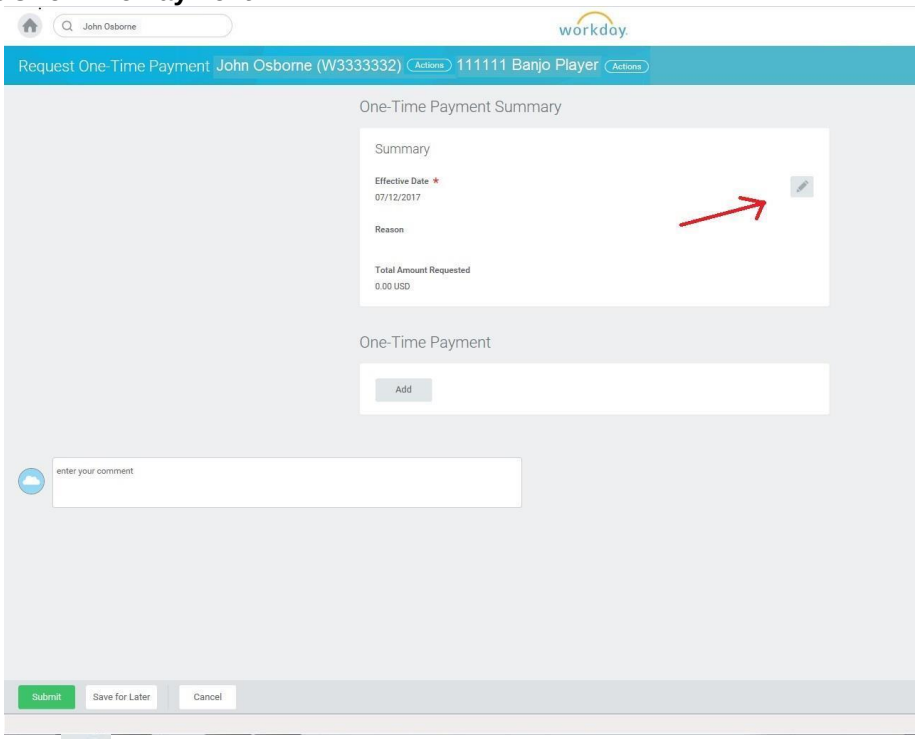
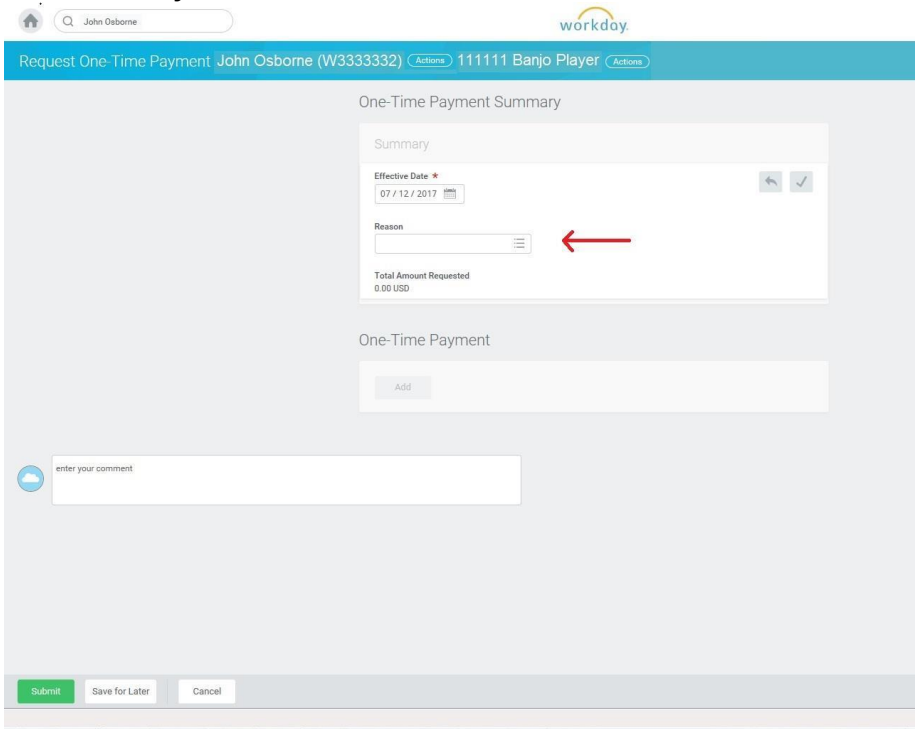


6. Click the Edit button.

Request One-Time Payment



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

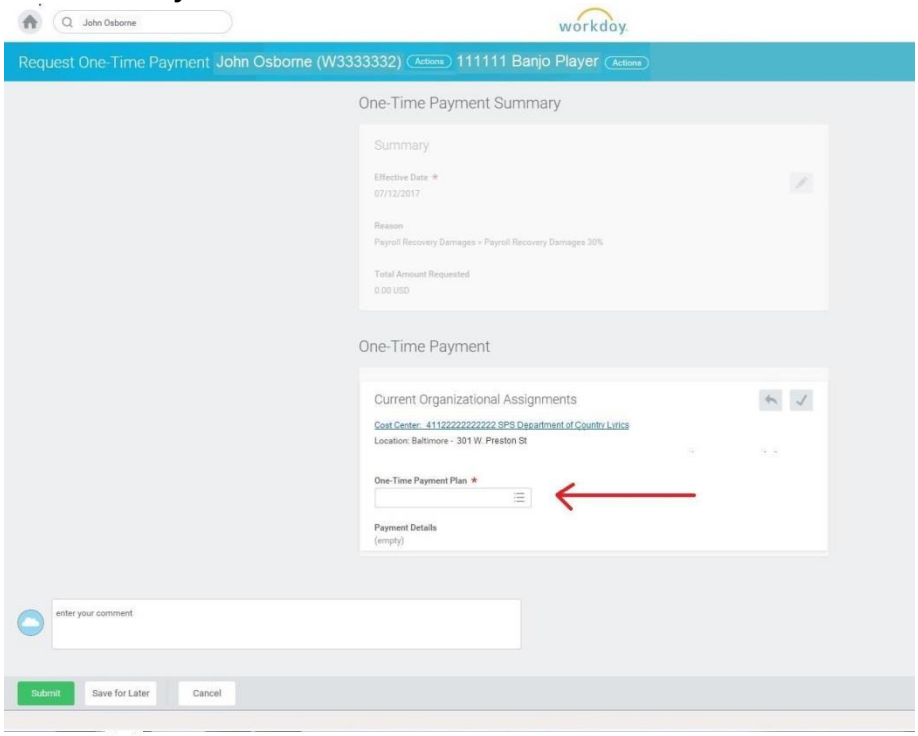
Reason
Activity Pay > Activity Pay
Bonus > Executive Amount Bonus > Executive Percent Bonus > OBA Retention Bonus > Performance Bonus Bonus > Recruitment Bonus > Referral * Bonus > Retention
COE Payout > COE Payout
Final Payout > Annual Leave Payout
Forensic Sciences Incentive > FS Cert Exam (Take) Forensic 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



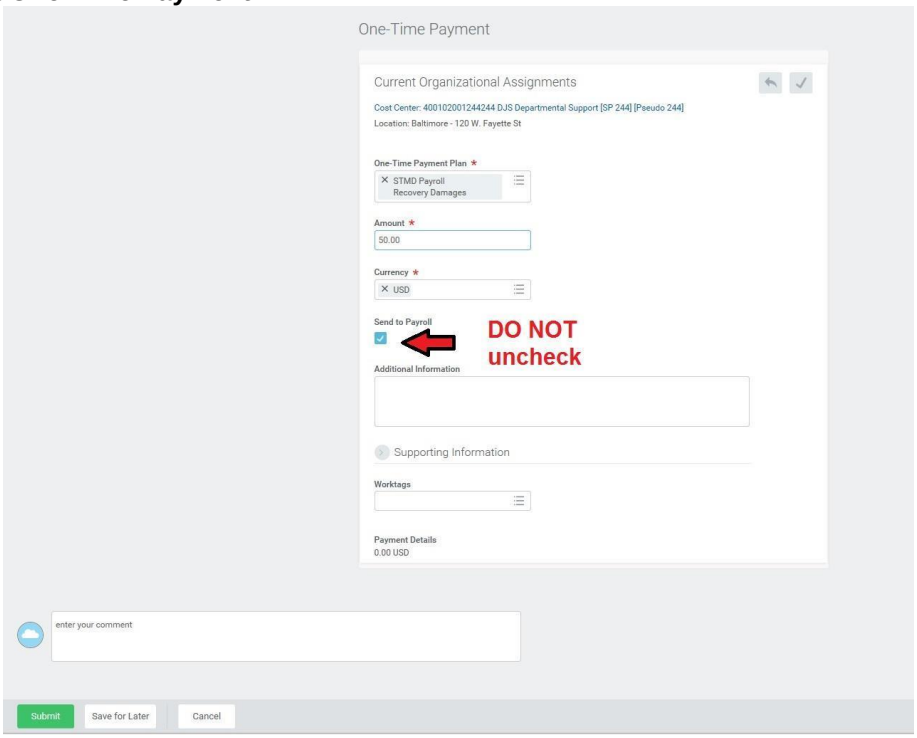
10. Click the prompt icon to select the One-Time Payment Plan.

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.

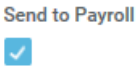
Request One-Time Payment



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.

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** Submit button.

14. Click the **Done** Done button.

15. The System Task is complete.