

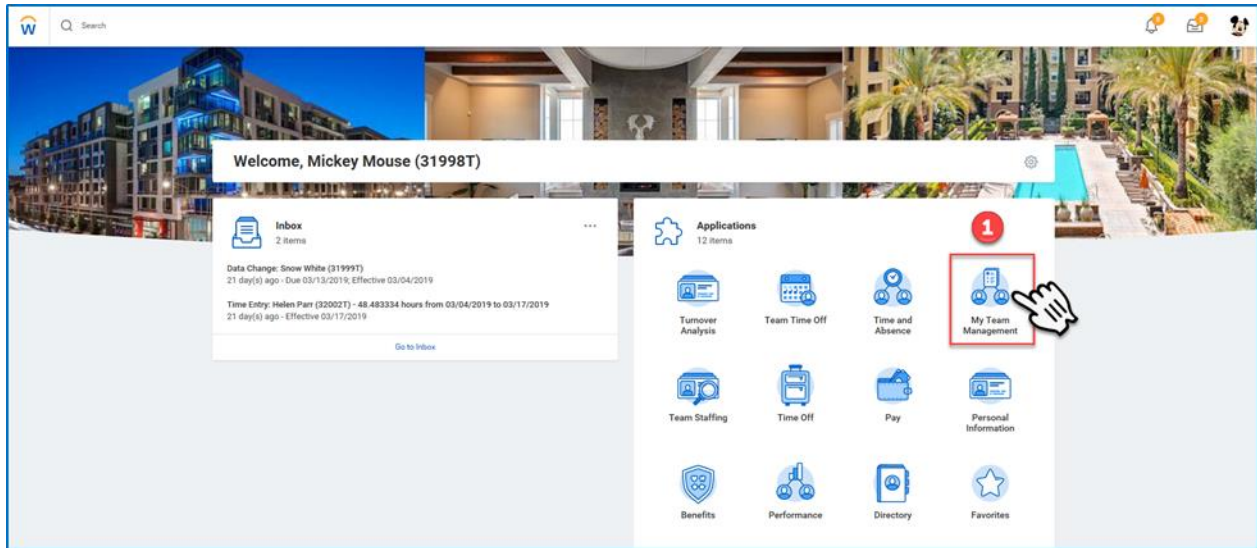
## Workday Job Aid – One Time Payments

### Request a One-Time Payment for a Direct Report

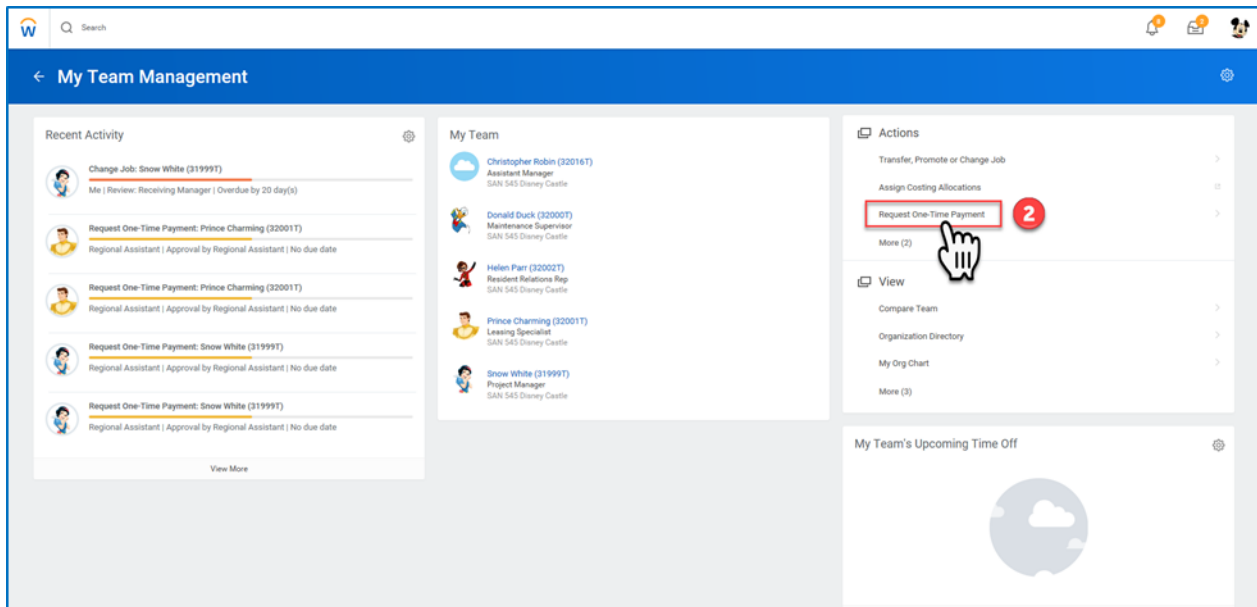
One-time payments, such as a Commission, Spot Bonus, or Stretch Bonus, can be requested for a direct report directly through the Workday system. In this example we will choose to submit a Commission payment.

From your home screen:

1. Click on the **My Team Management** Application.



2. Select the **Request One-Time Payment** link under the Actions menu.



## Workday Job Aid – One Time Payments

3. Enter the **Effective Date**.

**Important Note:** The effective date should always be the start of the next pay period.

4. Select the **Associate** you wish to submit the One-time payment for.
5. Now click on **OK** at the bottom of the screen.

Request One-Time Payment

Please use the next pay period start date as the effective date for this One-Time Payment.

Effective Date: 04/08/2019 **3**

Employee: Prince Charming (32001T) **4**

**5** OK Cancel

6. The One-Time Payment Summary details will display with the Effective date defaulting from the prior screen. Click the **Add** button in the One-Time Payment section.

Request One-Time Payment

Prince Charming (32001T) **32001T**

P40006 Leasing Specialist **P40006**

Please use the next pay period start date as the effective date for this One-Time Payment.

**One-Time Payment Summary**

Summary

Effective Date: 04/08/2019 **6**

Employee Visibility Date

Reason

Total Amount Requested: 0.00 USD

**One-Time Payment**

Add **6**

enter your comment

Submit Save for Later Cancel

## Workday Job Aid – One Time Payments

- Now select the Eligible One-Time Payment plan. In this example we are submitting a Commission payment.

- Notice that the Scheduled Payment Date defaulted from the Effective date. Now select the **Coverage Start Date**. It is important to identify correctly when this Commission was earned.

**Important Note:** The Scheduled Payment Date MUST ALWAYS equal the effective date.

- Complete when this Commission was earned by selecting the **Coverage End Date**.
- Now enter the **amount** of the Commission earned.
- Identify the **Cost Center** where this Commission was earned if at a different property than the one they currently work at. \*If nothing is entered it will default to their home property.
- Click the **checkmark** to **Save** your information.

## Workday Job Aid – One Time Payments

13. If the Associate earned additional Commissions at another property, then you can simply click the **Add** button and go through the same steps to record the new payment.
14. Attachments may be required for various One-Time Payment plans. Either drop your file in the designated space or click **"Select Files"**. You may be required to identify a Document Category before proceeding.
15. Add any **comments** to justify this one-time payment. These comments will be visible to all approvers.
16. Click **Submit** and then **Done** on the next page.

One-Time Payment

Payment Details  
500.00 USD

One-Time Payment Plan  
Commission

Scheduled Payment Date  
04/08/2019

Add **13**

enter your comment **15**

Attachments

Drop files here  
or  
Select files **14**

**16** Submit Save for Later Cancel

W Search

**You have submitted**  
One-Time Payment: Prince Charming (32001T) - P40006 Leasing Spec

Up Next

Helen Parr (32002T)  
Approval by Regional Assistant

> Details and Process

**16** Done

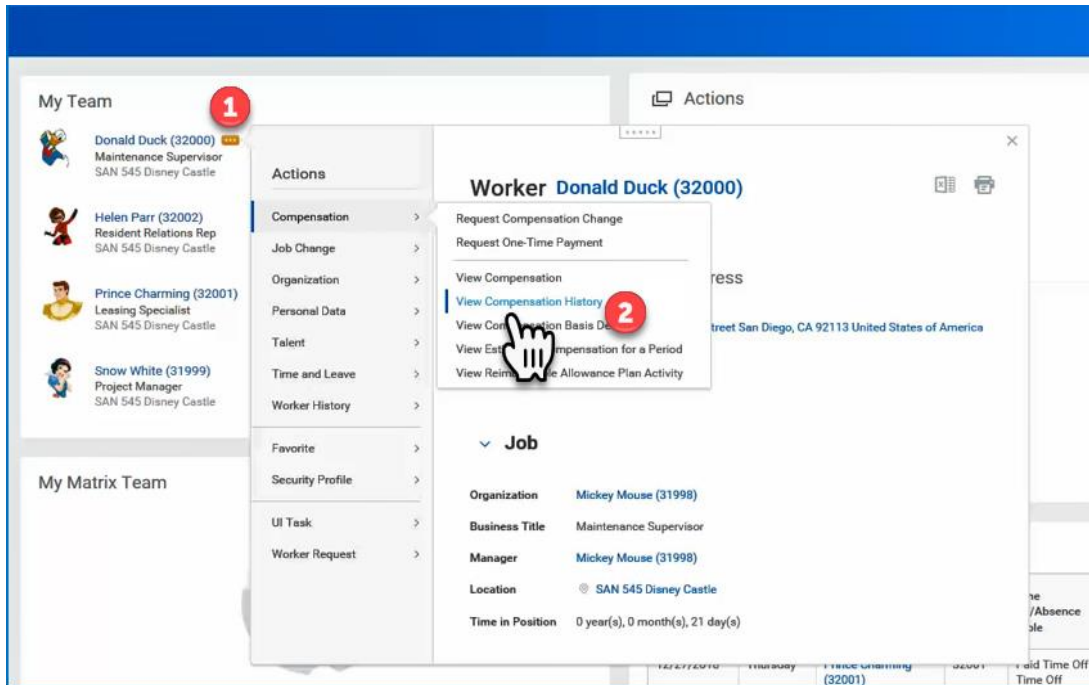
## Workday Job Aid – One Time Payments

### Review a One-Time Payment

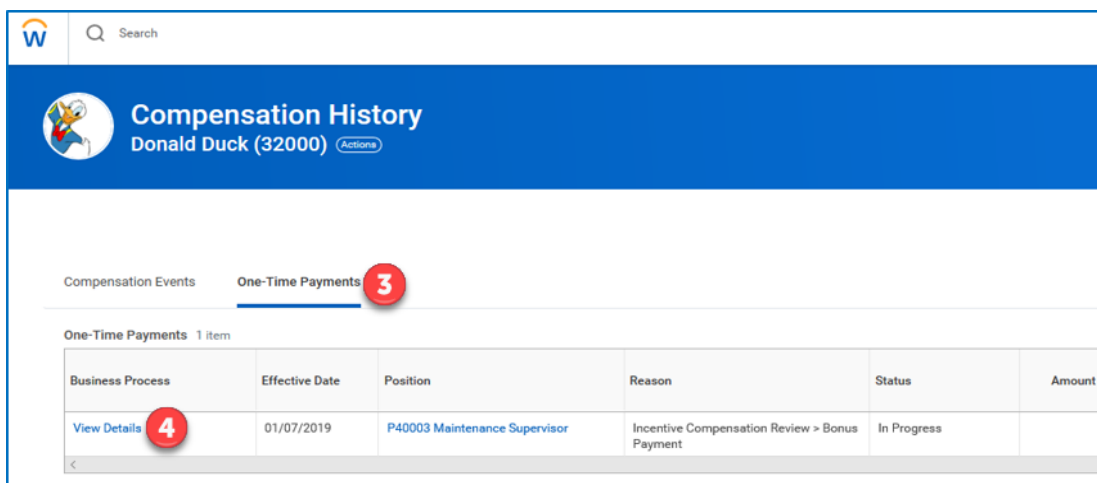
You can review your One-Time payments that were initiated for one of your team members.

From the My Team Management application:

1. Click the employee's **Related Actions** .
2. Select **Compensation > View Compensation History**.



3. Select the **One-Time Payments** tab.
4. Click on **View Details**. If the business process is still in progress, use the “Process” tab to identify who is currently assigned to approve.



# Workday Job Aid – One Time Payments

Search

## View Event

One-Time Payment: Donald Duck (32000) - P40003 Maintenance Supervisor Actions

**For** P40003 Maintenance Supervisor - Donald Duck (32000)  
**Overall Process** One-Time Payment: Donald Duck (32000) - P40003 Maintenance Supervisor  
**Overall Status** In Progress  
**Due Date** 01/02/2019  
**Calendars In Use** Consecutive Days (No Calendars Selected)

**Details** **Process**

### One-Time Payment

**Employee** Donald Duck (32000)  
**Position** P40003 Maintenance Supervisor  
**Effective Date** 01/07/2019  
**Employee Visibility Date** (empty)  
**Reason** Incentive Compensation Review - Bonus Payment

**Payment Details** 0 items

| Amount  | Currency | Coverage Start Date | Coverage End Date | Local Currency | Compensation Element | Send to Payroll | Worktags | Supporting Information |
|---------|----------|---------------------|-------------------|----------------|----------------------|-----------------|----------|------------------------|
| No Data |          |                     |                   |                |                      |                 |          |                        |