

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.

Welcome, Mickey Mouse (31998T)	1		-				¢ 2	
Inbox 2 Rems Data Charger, Server Wilder (21997)1. 21 dry(1) ago - Data 03/13/2019 (5 Effective 03/04/2019) Time Starty Header Per (202027) - 48.483334 hears from 03/04/2019 to 03/17/2019 Time Starty Header Per (202027) - 48.483334 hears from 03/04/2019 to 03/17/2019 Tat dry(1) ago - Effective 03/17/2019 Costs Header		Applications 12 Rema	Team Time Off	Contract of the second	1 Wy Team Management	ing and		
		Team Staffing	Time Off	Pay Directory	Personal Information			

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

Q Search		Ç 🛃 🐒
← My Team Management		
Recent Activity 	Image: Second Secon	2 8 3 3 3 3 3
Report One-Time Payment: Snow White (15997) Report Assistant Approval by Regional Assistant No due date View More	My Team's Upcoming Time Off	٢



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.

Q Search	Ç	e	Ø
Request One-Time Payment			
Please use the next pay period start date as the effective date for this One-Time Payment.			
Effective Dute + 04/08/2019 2 3			
6			
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.

Q Search		Ç	e	20
Request One-Time Payment Prince Charming (320011) @@ P40006 Leasing Specialist @@				0
Please use the next pay period start date as the effective date for this One-Time Payment.				
	One-Time Payment Summary			
	Summary			
	Effective Date * 04/00/2019			
	Employee Visibility Date			
	Reason			
	Total Annuart Requested 0.00 USD			
	One-Time Payment			
3 enter your comment				
Submit Save for Later Cancel				



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

	One-Time Payment Summary	
	Summary	
	Effective Date * 04/06/2019	
	Employee Visibility Date	
	Reason	
	Total Annual Required . 0.00 UID	
	One-Time Payment	
E	Annurit Based Plans Commasion Commasion Lease Up Bona	2
	Stretch Bonue Stretch Bonue search	
	Scheduled Payment Date * 04 / 08 / 2019	
	Parment Details (empty)	
	Add	
Save for Later Cancel		

8. 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.

- 9. Complete when this Commission was earned by selecting the **Coverage End Date**.
- 10. Now enter the **amount** of the Commission earned.
- 11. 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.
- 12. Click the **checkmark** to **Save** your information.

	Organizational Assignments Location: EAN SSD Busey Caste Comments Parine Comments Parine Coverage Bart Date 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 0 / 08 / 2019 0 / 08 / 201	
	Supporting information Ceal Center X 546 Tomorrowland	
Submit Save for Later Cancel	Bayment Batati 509.00 USD	

For Questions Contact - <u>HRSystemSupport@essex.com</u>



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- 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	
enter your comment		
Attachments		
Drop files here		
or		
Select files	4	
16		
Submit Save for Later Cancel		
Q Search		
You have submitted One-Time Payment: Prince Charming (32001T) - P4000	6 Leasing Spec	
Up Next		
Approval by Regional Assistant		
> Details and Process		
16		
Done		



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.

Q Search									
Compensation History Donald Duck (32000) (####									
Compensation Events One-Time Payments 1 iter	One-Time Payments	3							
Business Process	Effective Date	Position	Reason	Status	Amoun				
View Details	01/07/2019	P40003 Maintenance Supervisor	Incentive Compensation Review > Bonus Payment	In Progress					
<									



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Vi On	ew Ever	it mei	nt: Donald Duck	(32000) - P40003	3 Maintenance Su	pervisor (accord)				
For	P	00031	Maintenance Supervisor - I	Donald Duck (32000)						
Over	all Process Or	e-Tim	e Payment: Donald Duck (32000) - P40003 Maintenance	Supervisor					
Over	all Status In	Progre	18.8							
Due	Date 01	/02/20	019							
Cale	ndars In Use Co	nsecu	tive Days (No Calendars S	elected)						
	Details Pro	ess								
	One-Time Pa	yme	nt							
	Employee		Donald Duck (32000)							
	Position		P40003 Maintenance St	upervisor						
	Effective Date		01/07/2019							
	Employee Visibility	Date	(empty)							
	Reason		Incentive Compensation	n Review > Bonus Payment						
	Payment Details 0 Items									
	Amou	nt Cu	arrency	Coverage Start Date	Coverage End Date	Local Currency	Compensation Element	Send to Payroll	Worktags	Supporting Information
	No Data									