OVERVIEW
With noted exceptions (faculty overloads and grants ONLY), all financial one time payments are submitted in Workday using the One Time Payment transaction.

ONE TIME PAYMENT TRANSACTION

STEP 1> Type the name of the person receiving the one time payment in the search bar.

STEP 2> Click the Actions button under the employees’ name, then Compensation, then Request One Time Payment.

STEP 3> Choose the effective date of the payment.

STEP 4> Choose the role for which the person is receiving the payment (as Chair or as Professor)
**CONTINUED**

**STEP 5**> Click the ADD button for One Time Payment and select a Plan:

**NOTE:** Activity Pay would be for Academic Stipend for anything that is not a full 3 hour course (Please use a PAF for overloads.) The rest of the plans are self explanatory.

**STEP 7**> **For Activity Pay please explain reasoning and GL code (if different than Fund default) in additional comment box.**