

# SAINTS CONNECT One Time Payment

## OVERVIEW

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

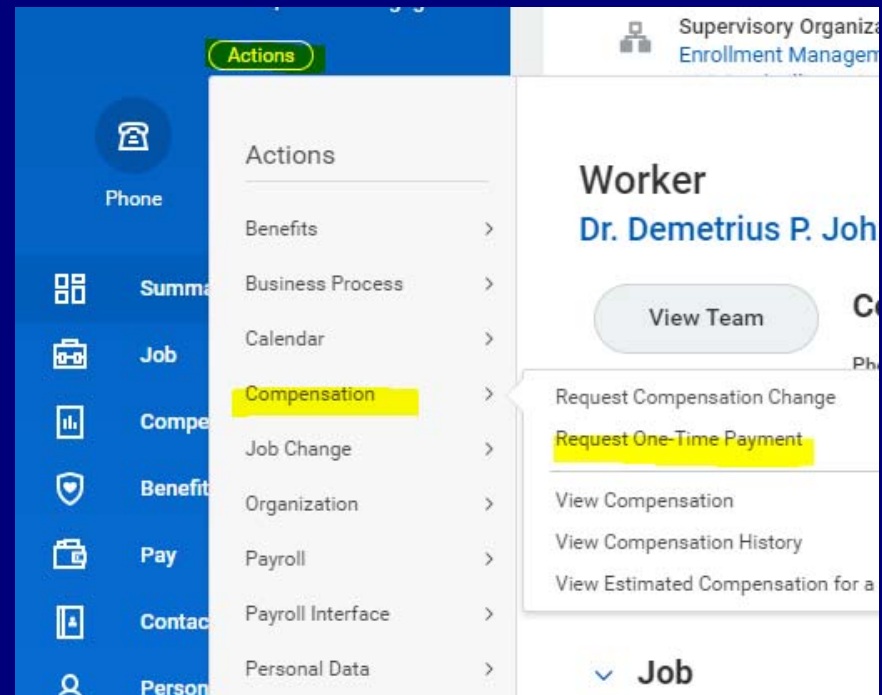
## ONE TIME PAYMENT TRANSACTION

**STEP 1>** Type the name of the person receiving the one time payment in the 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)



## Manager Transactions

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## 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.**

The screenshot displays the 'One-Time Payment' form in the Workday system. At the top, there is a section titled 'One-Time Payment' with an 'Add' button. Below this, another 'One-Time Payment' section is visible, containing a modal window for selecting a plan. The modal window shows a list of plans: 'All Plans', 'Activity Pay' (selected), 'Awards', 'Reimbursement', and 'Retention Bonus'. Below the modal, the 'Amount' is set to 0.00, the 'Scheduled Payment Date' is 01/15/2020, and the 'Currency' is USD. The 'Send to Payroll' checkbox is checked. The 'Additional Information' field is highlighted with a yellow arrow. Below the 'Additional Information' field, there is a section for 'Supporting Information' with fields for '\*Fund' and 'Cost Center'.

Manager Transactions