



Making a One-Time Payment on Workday Quick Reference Guide (QRG)

The screenshot displays the Workday Manage Pay interface for employee Tinker Bell (101962). The left-hand navigation menu includes options like 'Actions', 'Frequently Used', 'Summ...', 'Overview', 'Job', 'Comp...', 'Absen...', 'Contac...', 'Person', 'Perfor...', and 'Career'. The central worker profile card shows the employee's name, ID, manager (Mickey Mouse), and job details. The right-hand 'Job Details' panel provides a comprehensive overview of the employee's role, including their position, business title, job profile, and various dates.

Job Details	
Employee ID	101962
Supervisory Organization	Dealer Tire LLC -> Mickey Mouse (101960)
Position	Tech - Body - Comm/Piece
Business Title	Tech - Body - Comm/Piece
Job Profile	DW Tech - Body - Commission/Piece
Job Family	DW Technician - DW Tech - Paint
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Remote New York
Hire Date	07/04/2022
Original Hire Date	07/04/2022
Continuous Service Date	07/04/2022
Length of Service	0 year(s), 3 month(s), 29 day(s)
Time in Position	0 year(s), 3 month(s), 29 day(s)
Time in Job Profile	0 year(s), 3 month(s), 29 day(s)

Pre-Launch 2022



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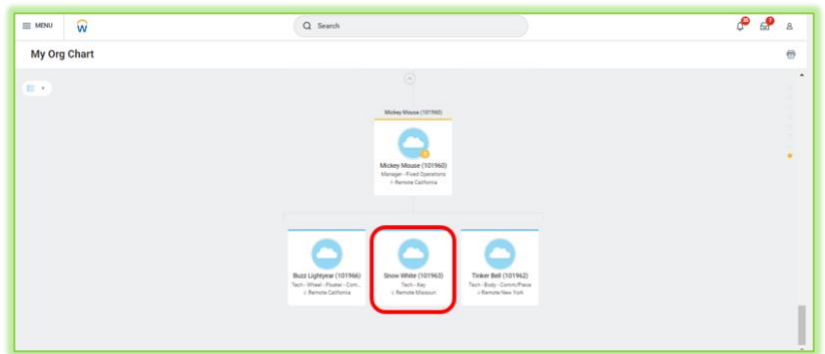


Welcome to Workday!

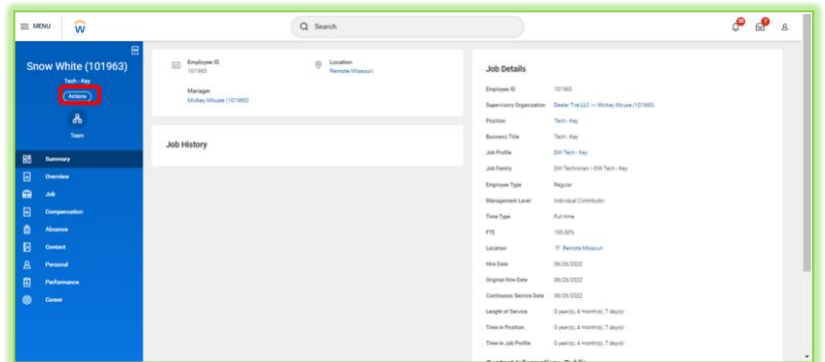
This guide provides information on how to Make a One-Time Payment to a Team member using Workday.

Make a One-Time Payment to a Team Member

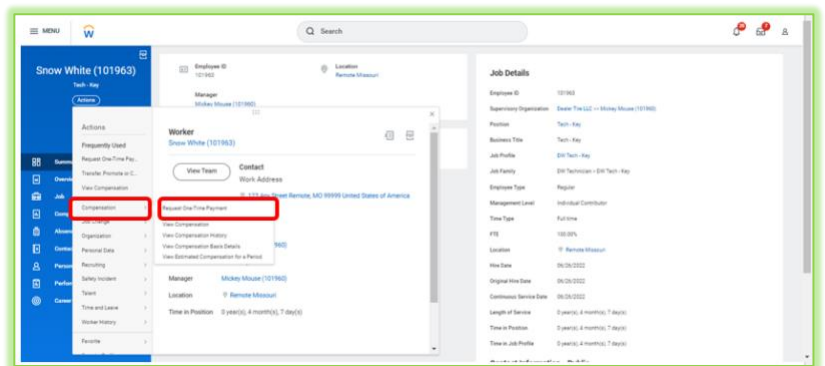
Select a Team Member to go to their Profile.



Select the **Actions** button.



From the Actions Menu, select **Compensation** and then select **Request One-Time Payment**.





Select the date you want the payment to be effective and then select **OK**.

Request One-Time Payment

Effective Date 11/01/2022

Employee * X Snow White (101963) ...

OK Cancel

Select the **Add** button.

One-Time Payment Summary

Summary

Effective Date * 11/01/2022

Employee Visibility Date 11/01/2022

Reason X Special Bonus > Recognition Bonus

Total Amount Requested 0.00 USD

One-Time Payment

Add

Select a **One-Time Payment Plan** option.

Organizational Assignments

Cost Center: TX210 Central TX KMX
Location: Remote Missouri
Region: COLA - Not Applicable

One-Time Payment Plan *

Scheduled Payment Date * 11/01/2022

Payment Details (empty)

Add

Organizational Assignments

Cost Center: TX210 Central TX KMX
Location: Remote Missouri
Region: COLA - Not Applicable

One-Time Payment Plan *

Retention Bonus

All Plans

Mark Lump Sum

Retention Bonus



Enter an **Amount** and select a **Currency**.

Optionally, enter Additional Information.

When complete, select the **Submit** button.

Organizational Hierarchy

Cost Center: W023 SQL-Henrich

Location: Region New York

Region: OOLA - Not Applicable

One-Time Payment Plan *

Demerit Plan

Scheduled Payment Date *

11/16/2022

Amount *

1,000.00

Currency *

USD

Send to Payroll

Additional Information

Supporting Information

Submit Save for Later Cancel

You'll receive a **Confirmation** message.

Your Manager must review and approve this before it is submitted to payroll.

One-Time Payments must be approved by both you and your Manager by Monday of the pay week to be included in your Team Member's upcoming paycheck.

You have submitted

Up Next: Mickey Mouse | IT Ticket

[View Details](#)

Complete Questionnaire Skip

The One-Time Payment has been made.

You can find it in the Team Member's **Compensation History** on the **One-Time Payments** tab.

Compensation History

Compensation Event

One-Time Payments

Business Process	Effective Date	Position	Reason	Status	Plan Type	Plan	Amount	Currency	Scheduled Payment Date	Compensation Element	Send to Payroll
View Details	11/01/2022	Tech - Pay	Special Bonus - Recognition Bonus	In Progress	One-Time Payment	Recognition Bonus	1,000.00	USD	11/01/2022	Recognition Bonus	Yes
					One-Time Payment	Recognition Bonus	1,000.00	USD	11/01/2022	Recognition Bonus	Yes