

ONE-TIME PAYMENTS

One-time payments in Workday are used to pay employee for a short timeframe for tasks separate from their regular job.

They are also used to pay Staff/Faculty Awards, Relocation Reimbursements, and to pay employees who are owed back pay, but are not in Workday due to being terminated prior to go-live.

This payment type may not be appropriate for full-time Staff/Faculty (100% FTE) and/or Graduate Assistants (50% FTE) or may require additional approval outside of Workday.

Generally, they are NOT used to pay back salary for a regular job.

Retro payments for time worked prior to Workday need to be submitted as Payroll Input Requests with all appropriate documentation.

Corrections made in Workday for pay periods after go-live should create a retro pay event in the system.

Not to be used for overloads, summer pay, or winter pay. Those are to be paid as Period Activity Pay.

ONE TIME PAY

Make sure to choose the correct One-Time Payment Summary reason.

Most commonly used reasons have been Non-Standard Pay and Reimbursement.

Reimbursement should be used for Relocation Expenses and Parking Refunds.

Any reimbursement paid via one-time payment will be taxed as wages and included in the employee's taxable income.

One-Time Payment Summary

Summary

Effective Date *

12/01/2024 

Employee Visibility Date

MM/DD/YYYY 

Reason *

Search 

← One-Time Payment > One-Time Payment

One-Time Payment > Incentive

One-Time Payment > Non-Standard Pay

One-Time Payment > Reimbursement

One-Time Payment > Termination

ONE TIME PAY cont.

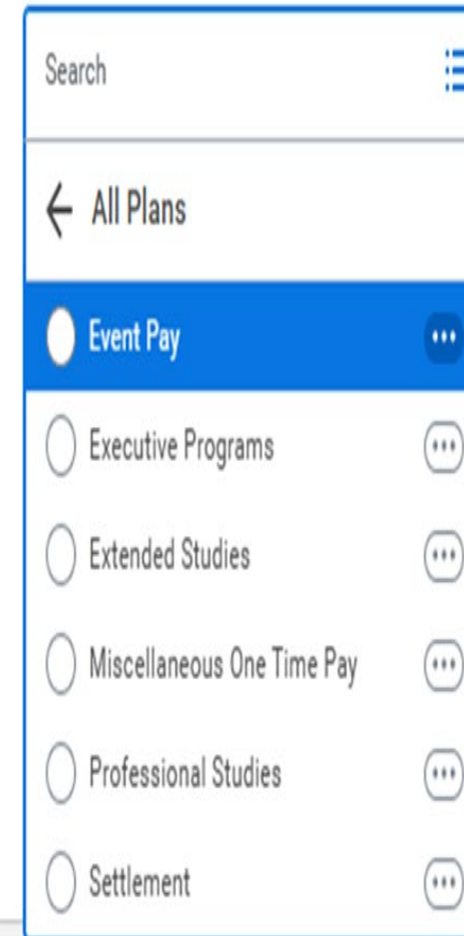
Make sure to select the correct One-Time Payment Plan. The list shown in the screenshot may differ based on employee type.

Event Pay should only be used when the employee works at an event such as commencement or an athletic event. A speaking engagement would not typically be considered an event.

All additional documents or outside approvals must be attached to the payment request. Upon audit, if it is deemed outside approval or any other document is needed, the payment will be sent back so it can be attached. Payroll Services can no longer accept this approval via email or Service Now.

Comments should be as detailed as possible. Days/times worked should always be indicated. If the employee has multiple jobs, Payroll Services will need to verify that there are no overlapping times between jobs.

One-Time Payment Plan *



The screenshot shows a mobile application interface for selecting a One-Time Payment Plan. At the top is a search bar with a search icon and a menu icon. Below the search bar is a back arrow and the text "All Plans". A list of payment plans follows, each with a radio button and a three-dot menu icon to its right. The "Event Pay" option is currently selected and highlighted in blue. The other options are "Executive Programs", "Extended Studies", "Miscellaneous One Time Pay", "Professional Studies", and "Settlement".

Payment Plan	Selected
Event Pay	Yes
Executive Programs	No
Extended Studies	No
Miscellaneous One Time Pay	No
Professional Studies	No
Settlement	No

be paid: 12/20/2024.

ONE TIME PAY cont.

Compensation Plans that typically require additional documentation include, but are not limited to:

- Faculty/Staff Awards
 - Requires approval from UHR to be attached to the payment.
- Employee Assistance
- Employees at 100% FTE*
 - Typically requires approval from the below units.
 - Faculty - Provost Office
 - Staff – UHR
 - GA – Grad School
- Miscellaneous
 - Moving Expense Reimbursement**
- Settlement
- State/University Bonus

Payments for Employees who are 100% FTE

Additional work done by 100% FTE employees and 50% FTE Graduate Assistants is typically considered to be an Overload.

Additional approval outside of Workday will be required to use One-Time Pay in these cases. A copy of that approval will need to be attached to the payment request.

****Moving Expense Reimbursements****

Employees must be active. Expenses cannot be reimbursed prior to beginning employment.

Reimbursement cannot be made in installments.

A copy of the signed offer letter/contract showing amount agreed to be reimbursed must be attached to the payment request.

If moving expenses are not included in the original contract/offer letter, a signed addendum is needed.