

## **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 \*

Search

← All Plans

☒ Event Pay

...

☐ Executive Programs

...

☐ Extended Studies

...

☐ Miscellaneous One Time Pay

...

☐ Professional Studies

...

☐ Settlement

...

be paid: 12/20/2024.

## ONE TIME PAY cont.

The Scheduled Payment Date should be a date within the pay period you want the payment made. If the one-time payment is being attached to an hourly job, be mindful that they are paid a pay period behind.

To make a one-time payment in PP2603 (pay date 08/15/25) the dates would be as follows:

Hourly - 07/13/25 – 07/26/25

Salaried - 07/27/25 – 08/09/25

The text below the Scheduled Payment Date will tell you when the payment will be made based on the date entered.

If a one-time payment is sent back to the department and cannot be corrected and re-approved before the transaction deadline, the Scheduled Payment Date will need to be changed to be paid in the following pay period.

### One-Time Payment Plan \*

✕ Miscellaneous One Time  
Pay

### Scheduled Payment Date \*

07/30/2025 

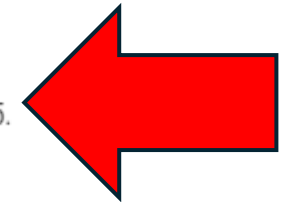
Based on the specified date the payment will be paid: 08/15/2025.

### Amount \*

0.00

### Currency \*

✕ USD



**ONE TIME PAY cont.**

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

- Faculty/Staff Awards
  - Only needed if the Faculty/Staff Award is not available in the Payment Plan drop down. When that plan is available, the approvals will automatically route through UHR.
  - If unavailable, approval from UHR must be attached.
- Employee Assistance
- Employees at 100% FTE\*
  - Typically requires approval from the below units.
    - Faculty - Provost Office
    - Staff – UHR
    - GA – Grad School (not needed during the Summer)
- 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.