



Request One-Time Payment for Direct Reports (People Leaders)

Leaders can request one-time payments, such as a referral bonus or retention, for a direct report through Workday.

Request One-Time Payments for Direct Reports

From your Workday homepage:

1. Select **View All Apps**.
2. Select **My Team Management**.
3. Select **My Org Chart**. Then select the desired **Employee Name**. **Note:** You may use Workday Search to find and select desired employee.
4. Select **Actions** under the employee name.
5. Hover over **Compensation**, and select **Request One-Time Payment**.
6. Enter the **Effective Date**, and select **OK**. Note that the effective date must be within the pay period of the payment date.
7. Select the **Pencil Icon** to edit details such as reason, amount, etc.
8. Select a **Reason**.
9. Select **Add** under **One-Time Payment**.
10. Select a **One-Time Payment Plan type** and **Scheduled Payment Date**. **Note:** the Scheduled Payment Date could be different from the actual day the employee will receive payment. Please review the additional line below to see the day the payment will be made.
11. Enter **Additional Information**.
12. Under **Supporting Information**, select relevant information, such as, a Cost Center to charge for the payment if different than the default organization information at the top. **Note:** Entering any driver worktag automatically updates any related worktags.
13. Provide relevant **Comments** and/or **Attachments** as justification to expedite reviews and approvals.
14. Select **Submit** to route the request to your manager for approval, or select **Save for Later** to save your work and return later.

Workday will update the actual day the employee will be paid based on your Scheduled Payment Date. Please review this date to see the **actual date** the payment will be made to the employee.

QUESTIONS?

Please email BusinessEducation@vumc.org.