



Hexcel's Workday User Manual


Chapter 3 - 03


COMPENSATION: ONE TIME PAYMENT

This section of the manual will provide information about processing a One Time Payment.

1. In the Search Box enter the **Employee #** or **Employee Last Name**
2. Click the Domino Icon  and select **Compensation**, then select **Request One-Time Payment**.
3. For all Employees you must enter the **Effective Date** for the change. This is not tied to any payroll schedule.
4. Select  and select **All Plans**
5. Using the scroll bar, select the appropriate **One-Time Payment Plan Option Reason**:
 - Gift Card (US Employees only)
 - HR Cum Laude Award
 - MAAP
 - Merit Lump Sum
 - Referral Bonus Plan
 - Safety Award (US Employees Only)
 - Sales Bonus –IBT Sales
 - Sales Bonus Plan
 - Sign-on Bonus
 - SPOT Award Program

Once the **One-Time Payment** option is selected, the panel open with the **Effective Date** carried over (but can be edited if needed).

The **Reason** is requested, by selecting  you will select **One-Time Payment > Incentive** option. Items to be completed in **Payment Details**:

Field Names	Entry Values
One-Time Payment Plan	Select  and select one of the options below: <ul style="list-style-type: none">• Incentive > Attendance• Incentive > Gift Card• Incentive > Loyalty Award (EU Only)• Incentive > Lump Sum• Incentive > Recognition Award• Incentive > Referral• Incentive > Retention• Incentive > Safety Award• Incentive > Signing Bonus• Incentive > Tip Top Gun: Attendance Payment (Decatur)

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	<ul style="list-style-type: none">• Incentive > Top Gun: Attendance Payment (Decatur)• Incentive > Wellness Award
Amount	Select the One-Time Payment Amount
Currency	This should default from the Employee data and represent the currency that the Employee is currently paid in. This should not be changed in this panel
Send To Payroll	This box contains a check mark, because if approved after it goes through the Business Process, it will be sent to Payroll for payment
Additional Information	Free space for comments



Note: For each One-Time Payment found in the drop down list, if the plan had any details or target amounts that could be linked to that plan it would be found on the right side of the panel under **Support Information**. This data was meant as a guide to assist the requestor in requesting their award.

Date	Content Modified