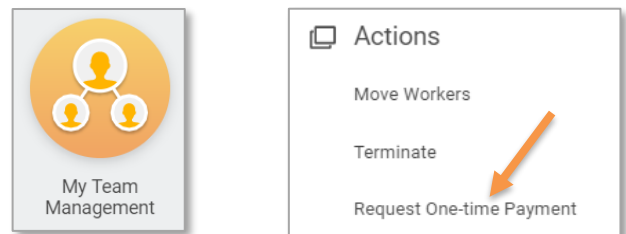# Tip Sheet: *Manager Direct Access - Initiating a One-Time Payment*

As a Manager, you can initiate the Workday business process of a One-Time Payment (Spot Award) for your employees. Please follow the below steps to get started.
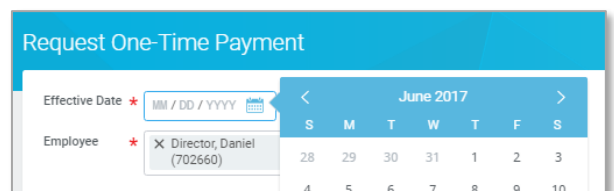
From the **My Team Management** worklet, you can select the Action of **Request One-Time Payment**
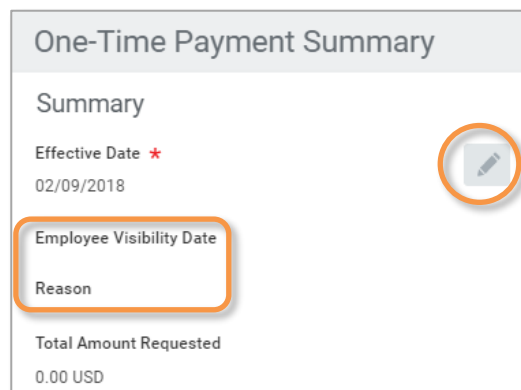

From the Employee's profile you can also navigate to the Request One-Time Payment action by selecting **Actions > Compensation > Request One-time Payment**.
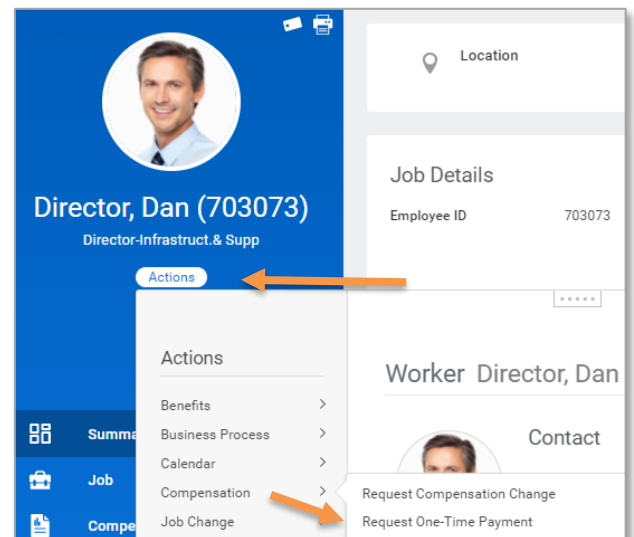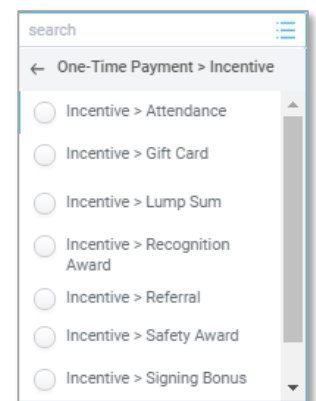

Enter the **Effective Date** for the one-time payment.

Select the pencil icon to enter information. You have the option to enter an **Employee Visibility Date**, if you don't enter a visibility date the payment will be visible on the effective date. Select a **Reason** from the list available.
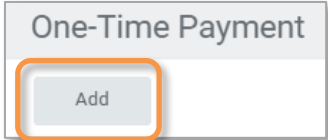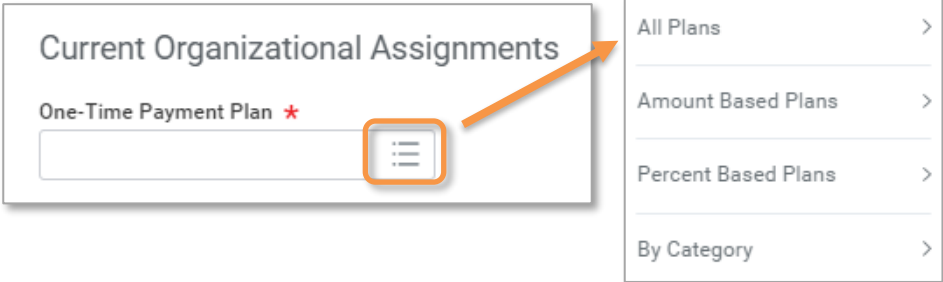
One-Time Payment (Spot Award)

Select **Add** to enter the one-time payment plan and amount details.
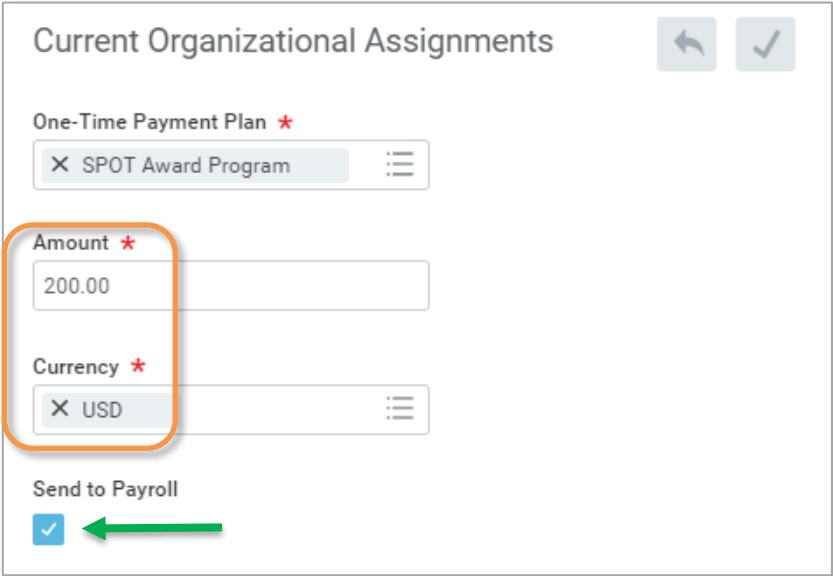
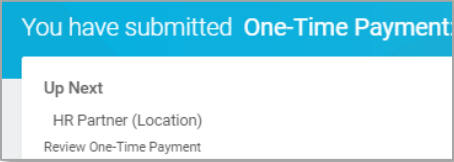Select the One-Time Payment Plan from the available list by clicking on the **All Plans** option.

Enter the **Amount**. The **Currency** will default to USD but can change based on your local currency. The **Send to Payroll** will default to checked **and should remain checked**. (This is for U.S. Payroll use only).
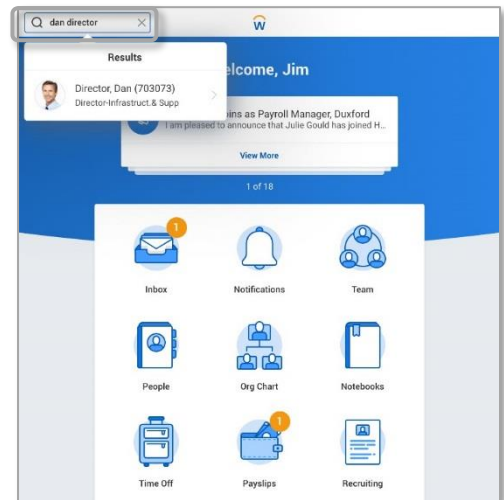

Once you are complete select **Submit**. The final screen will inform you that the one-time payment has been submitted and will route to your specific location's **HR Partner** for review. It will also route to the **Compensation** team depending on the plan selected.
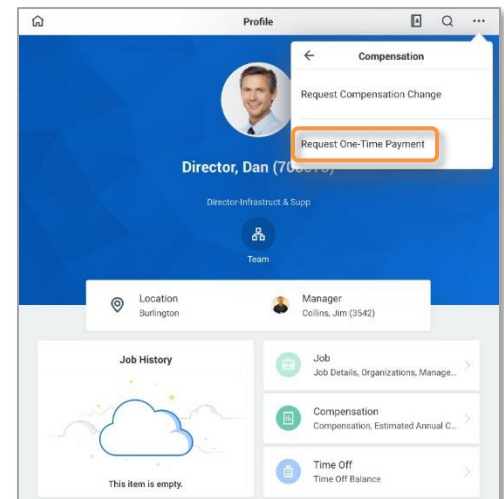
One-Time Payment – Mobile

You can also initiate this transaction from the Workday Mobile App. Select the employee through the **Search** or the **Team** worklet from your mobile device.

From the Worker Profile select the related action icon on the top right. Select **Compensation** and **Request One-Time Payment**.

Select the **Effective Date** and the same fillable fields will appear for completion. Once you are finished, select **Submit**.