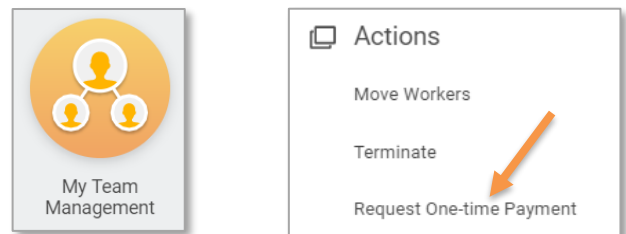


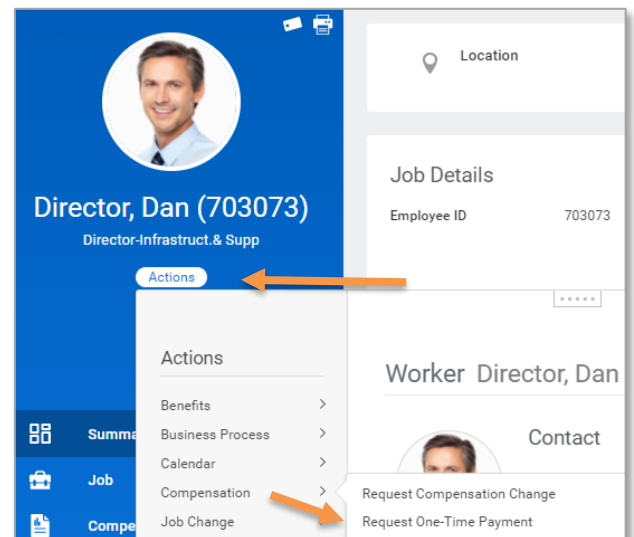
Tip Sheet: *Manager Direct Access - Initiating a One-Time Payment*

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.

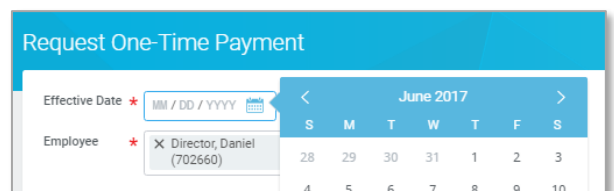
From the **My Team Management** worklet, you can select the Action of **Request One-Time Payment**



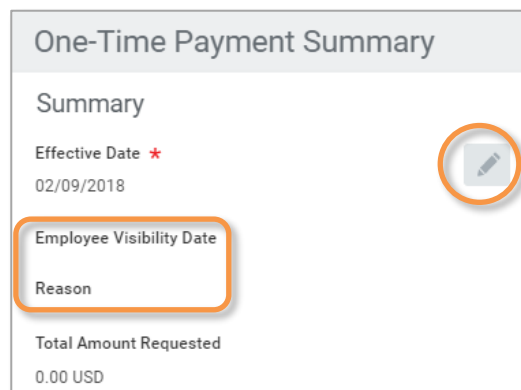
From the Employee's profile you can also navigate to the Request One-Time Payment action by selecting **Actions > Compensation > Request One-time Payment**.



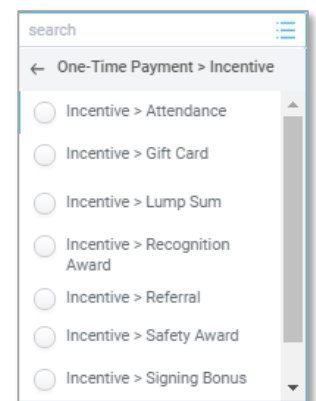
Enter the **Effective Date** for the one-time payment.



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.

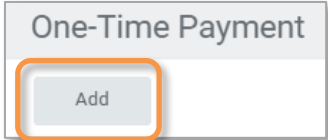


The image shows the 'One-Time Payment Summary' form. The 'Summary' section includes 'Effective Date *' (02/09/2018) and 'Total Amount Requested' (0.00 USD). The 'Employee Visibility Date' and 'Reason' fields are highlighted with orange boxes. A pencil icon is visible in the top right corner of the form.



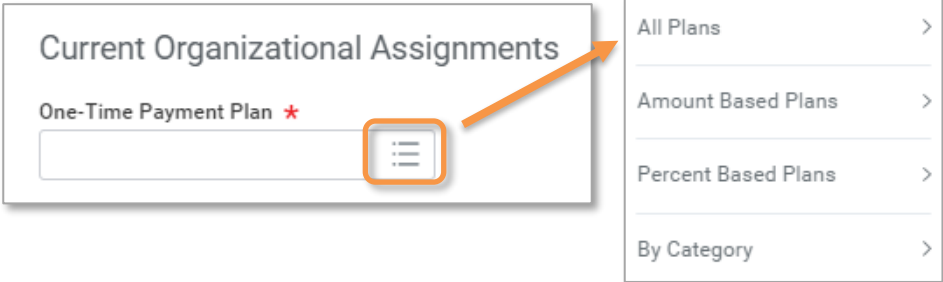
One-Time Payment (Spot Award)

Select **Add** to enter the one-time payment plan and amount details.



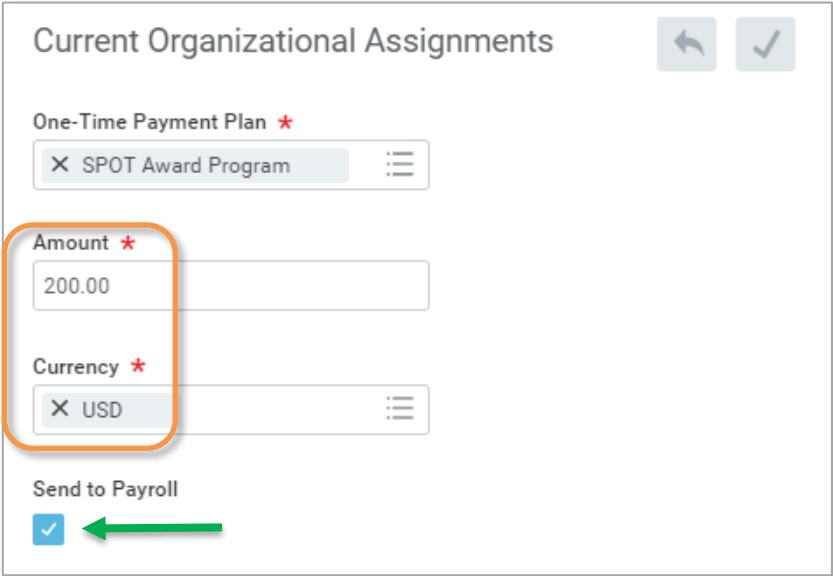
One-Time Payment
Add

Select the One-Time Payment Plan from the available list by clicking on the **All Plans** option.



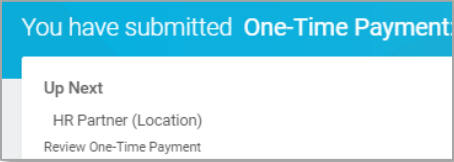
Current Organizational Assignments
One-Time Payment Plan *
All Plans >
Amount Based Plans >
Percent Based Plans >
By Category >

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).



Current Organizational Assignments
One-Time Payment Plan *
X SPOT Award Program
Amount *
200.00
Currency *
X USD
Send to Payroll

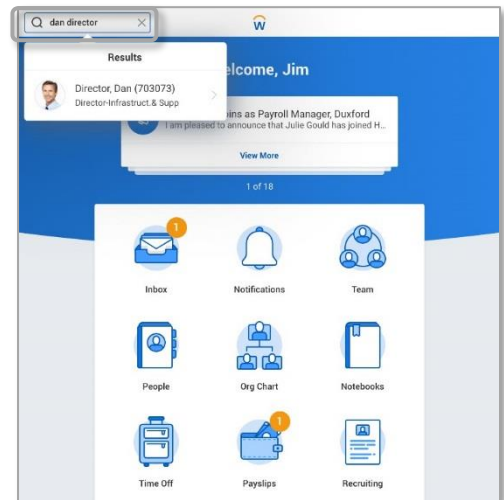
Once you are complete select **Submit**. The final screen will inform you that the one-time payment has been submitted and will route to your specific location's **HR Partner** for review. It will also route to the **Compensation** team depending on the plan selected.



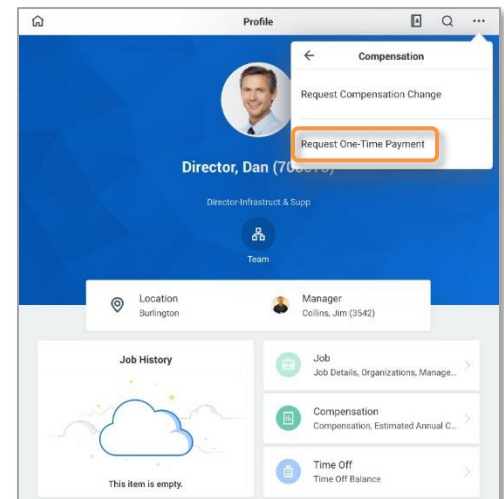
You have submitted One-Time Payment
Up Next
HR Partner (Location)
Review One-Time Payment

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**.

