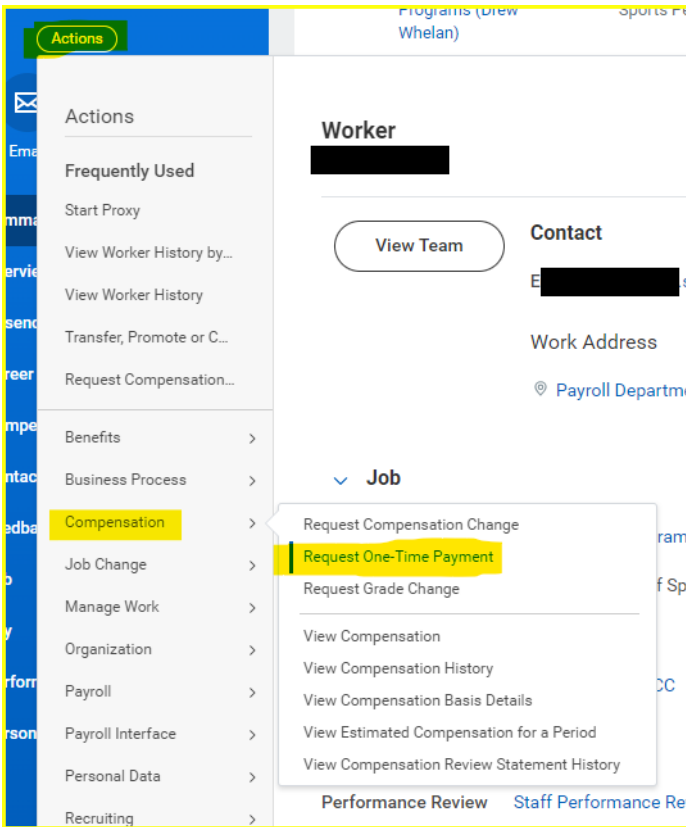
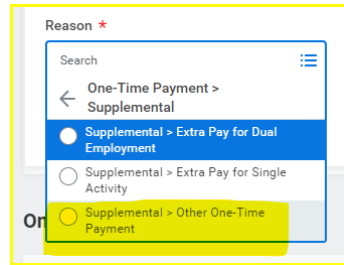
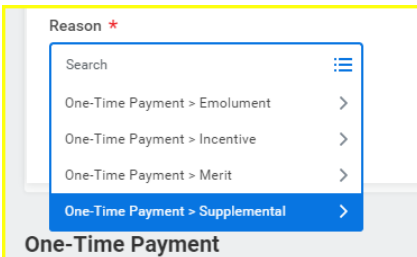


One-Time Payment (OTP) Process in Workday

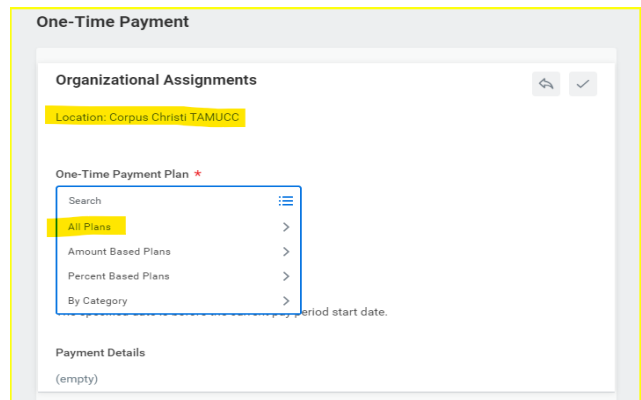
1. Navigate to employee profile.
2. Click Actions>Compensation>Request One-Time Payment



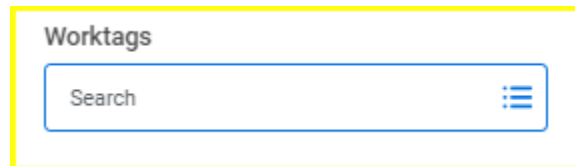
3. Enter effective date (effective date should be last day services were rendered OR the date the date in which the OTP is being submitted if services rendered have already been completed.) – employee name should automatically populate – Click OK.
4. Reason will be Supplemental>Other One-Time Payment



5. Under One-Time Payment – Click Add
6. Ensure location is Corpus Christi TAMUCC.
7. Click All Plans to select One Time Payment Plan – this is where you will select a more specific plan description.



8. Do not update the Scheduled Payment Date.
9. Enter \$\$ amount.
10. Input Worktag (account number)
 - a. 15-XXXXX-XXXXX



11. Please provide comments in the **additional information section** with details regarding OTP and upload any additional documents needed to support OTP. Details should include the dollar amount, how the rate of pay was determined if applicable, time frame of service rendered (this is critical) etc.

a. This step is required and will be sent back if no comment regarding the time frame of services rendered is included.

- i. Example: John Smith was guest speaker for Waves of Welcome event on Tuesday 09/10/25.

12. Click Submit