One-Time Payment (OTP) Process in Workday

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



- 3. Enter effective date employee name should automatically populate Click OK.
- 4. Reason will be Supplemental>Other One-Time Payment



	Reason *				
	Sea	Search			
	←	One-Time Payment > Supplemental			
	•	Supplemental > Extra Pay for Dual Employment			
	0	Supplemental > Extra Pay for Single Activity			
)n	0	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

Organizational Assignm	\sim	
Location: Corpus Christi TAMU	<mark>cc</mark>	
One-Time Payment Plan *		
Search	=	
All Plans	>	
Amount Based Plans	>	
Percent Based Plans	>	
By Category	>	
	eriod start date.	

- 8. Enter \$\$ amount.
- 9. Input Worktag (account number) a. 15-XXXXX-XXXXX

Worktags						
	Search	:=				
)						

- 10. Please provide comment with details regarding OTP and upload any additional documents needed to support OTP.
- 11. Click Submit