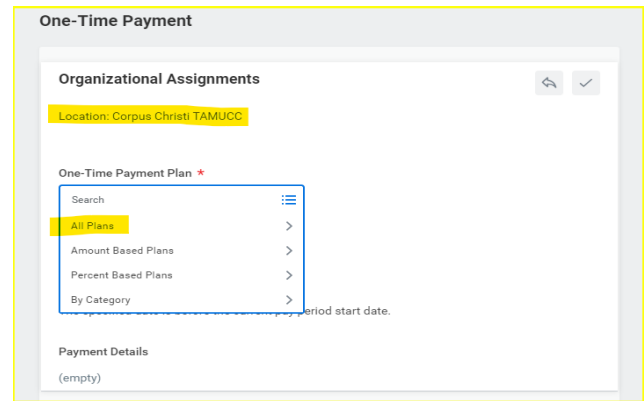
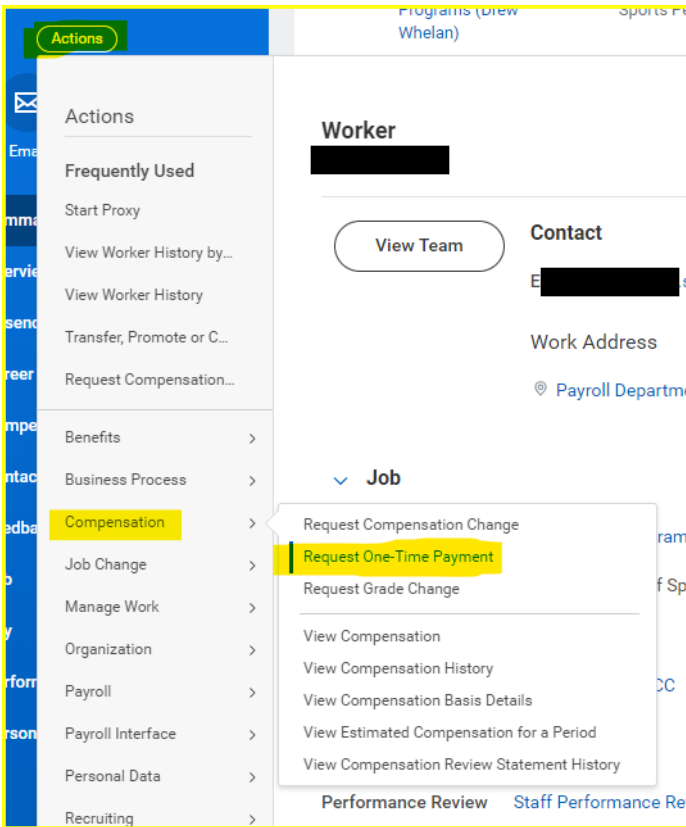


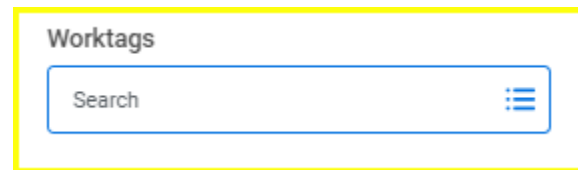
One-Time Payment (OTP) Process in Workday

1. Navigate to employee profile.
2. Click Actions>Compensation>Request 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



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



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

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

