



ACTIVATING
THE POWER OF OUR PEOPLE

One Time Payment



Steps:

During the offer sequence a candidate is given either a relocation or sign on bonus. Information is agreed upon, approved and captured in the offer letter.

If the one-time payment is granted on the offer letter, then a step will trigger during the hire for the HR Partner to send the One Time Payment.

The HR Partner can modify the scheduled payment to send multiple payments.

Instructions:

HR Partner receive an inbox item

Request one-time payment

Add in an additional one-time payment plan

Modify the original scheduled payment date (if needed) and update the specified dollar amount

Review & submit

Actions (9)

Archive

Viewing: All

Sort By: Newest

One-Time Payment: J [redacted] - 60172550
Safety Director ☆
2 hour(s) ago - Effective 03/02/2020

Request One-Time Payment

Actions

60172550 Safety Director

Actions

2 hour(s) ago - Effective 03/02/2020

One-Time Payment Summary

Summary

Effective Date *

03/02/2020

Reason

Total Amount Requested
is \$6,500

Total Amount Requested

6,500.00 USD

One-Time Payment

Submit

Deny

Save for Later

Close

6 day(s) ago - Due 02/28/2020

Summary

Effective Date ★

03/02/2020

Reason

Total Amount Requested

6,500.00 USD

One-Time Payment

Payment Details

5,000.00 USD

One-Time Payment Plan

Sign On Bonus

Scheduled Payment Date

03/02/2020

Payment Details

1,500.00 USD

One-Time Payment Plan

Relocation

Scheduled Payment Date

03/02/2020

Sign on
Bonus
\$5,000

Relocation
\$1,500

Add

Organizational Assignments

[Cost Center: 100400025 WHSE - Management - Albany - Sysco](#)

Location: Sysco Albany

One-Time Payment Plan *

Scheduled Payment Date *

Payment Details

(empty)

Add



1,500.00 USD

One-Time Payment Plan

Relocation

Scheduled Payment Date

03/02/2020

Organizational Assignments

All Plans  >

Amount Based Plans >

Percent Based Plans >

By Category >

Search 

ny - Sysco


Scheduled Payment Date *

06 / 05 / 2020 

One-Time Payment Plan


← All Plans

- Quarterly Operations Incentive
- Referral (Ad Hoc)
- Settlement
- Settlement Grossed-Up
- Sign On Bonus
- Sign On Bonus – Grossed Up

Search 

ny - Sysco

Scheduled Payment Date *

06 / 05 / 2020 

Payment Details

(empty)

Organizational Assignments

Cost Center: 100400025 WHSE - Management - Albany - Sysco

Location: Sysco Albany

One-Time Payment Plan *

× Sign On Bonus ...



Scheduled Payment Date *

06 / 05 / 2020 

Amount *

2,500.00

Modified schedule
payment date and add
in a specified amount

Currency *

× USD ...



Send to Payroll



Additional Information


One-Time Payment

Organizational Assignments

[Cost Center: 100400025 WHSE - Management - Albany - Sysco](#)

Location: Sysco Albany

One-Time Payment Plan *

Scheduled Payment Date *

Amount *

Currency *

Send to Payroll

Additional Information

Modify initial
payment amount

Request One-Time Payment

Actions 60172550 Safety Director Actions

2 hour(s) ago - Effective 03/02/2020

One-Time Payment Summary

Summary

Effective Date *

03/02/2020

Reason

Total Amount Requested

6,500.00 USD

One-Time Payment

Payment Details

2,500.00 USD

One-Time Payment Plan

Sign On Bonus

Scheduled Payment Date

03/06/2020

Payment Details

1,500.00 USD

One-Time Payment Plan

Relocation

Scheduled Payment Date

03/02/2020

Payment Details

2,500.00 USD

One-Time Payment Plan

Sign On Bonus

Scheduled Payment Date

06/05/2020

Sign on Bonus
scheduled for
03/06/2020

Sign on Bonus
scheduled for
06/05/2020

Add

Actions (9)

Archive

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Sort By: Newest

One-Time Payment: J [redacted] - 60172550
Safety Director ☆
2 hour(s) ago - Effective 03/02/2020

Request One-Time Payment

Actions

60172550 Safety Director

Actions

2 hour(s) ago - Effective 03/02/2020

One-Time Payment Summary

Summary

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One-Time Payment

Submit

Deny

Save for Later

Close

6 day(s) ago - Due 02/28/2020