Human Resources Job Aid

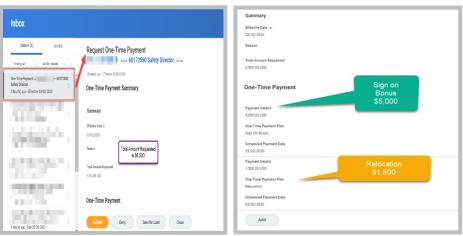# REQUESTING MULTIPLE ONE-TIME PAYMENTS

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.
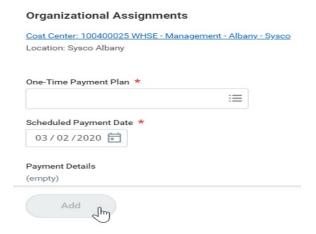
Requesting Multiple One-Time Payments

Candidates may be presented a relocation and/or sign-on bonus as part of the offer process. If a one-time payment is granted in the offer letter, an HR Partner will be prompted during the hire process to send the one-time payment.

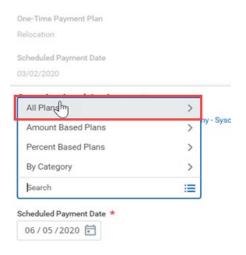**If this is not included as part of the offer, it will not be an option.**

1. You will receive an inbox item in Workday. Select the inbox item **Request One-Time Payment.**
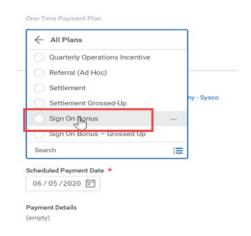

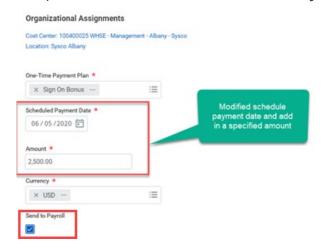2. Click **Add** to add an additional one-time payment.

3. Select **All Plans**.

4. Select **Sign On Bonus**

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5. Modify the original **Scheduled Payment Date** if required, update the specific dollar amount. Select **Send to Payroll.**

NOTE: The Effective Date entered, and the Scheduled Payment Date should be the same as the Period End Date of the check date the associate is to receive the payment.

For the example provided below the Period End Date would be 3/12/22 for a 3/18/22 Pay Date. So 3/12/22 is what should be used for the Effective Date and Scheduled Payment Date. One Time Payments will only be paid with the designated Friday payroll.

Payments must receive all approvals by the Monday before your designated Friday's payroll for the payment to be paid out. If approvals are not received in time the payment will be paid until the pay period following approvals. One-Time Payments will not be processed as an off cycle. If you need a date correction, please send an email to AskHR Ops.

6. Review and click **Submit.**

NOTE: Additional approvals are required. You can click on **Details and Process** and/or search your **Inbox Archive** to determine the approval status.

> **Details and Process**