



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**.

The screenshot shows the Workday inbox with a highlighted item titled "Request One-Time Payment" for user "60172550 Safety Director". Below the inbox, a "One-Time Payment Summary" is displayed. It includes a "Summary" section with "Effective Date" as 03/02/2020 and "Reason" as "Total Amount Requested is \$6,500". The "One-Time Payment" section shows "Payment Details" for "Sign on Bonus" with an amount of \$5,000.00 USD and "Relocation" with an amount of \$1,500.00 USD. The "Add" button is highlighted with a green callout.

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

Organizational Assignments

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

Location: Sysco Albany

One-Time Payment Plan *

Scheduled Payment Date *

03 / 02 / 2020

Payment Details
(empty)

Add

3. Select **All Plans**.

The screenshot shows the "One-Time Payment Plan" selection screen. The "Relocation" plan is selected. The "Scheduled Payment Date" is 03/02/2020. The "All Plans" dropdown menu is open, showing options: "All Plans", "Amount Based Plans", "Percent Based Plans", "By Category", and "Search". The "All Plans" option is highlighted with a red box and a mouse cursor.

4. Select **Sign On Bonus**

The screenshot shows the "One-Time Payment Plan" selection screen. The "Sign On Bonus" plan is selected. The "Scheduled Payment Date" is 06 / 05 / 2020. The "All Plans" dropdown menu is open, showing options: "All Plans", "Quarterly Operations Incentive", "Referral (Ad Hoc)", "Settlement", "Settlement Grossed-Up", "Sign On Bonus", "Sign On Bonus - Grossed Up", and "Search". The "Sign On Bonus" option is highlighted with a red box and a mouse cursor.

Requesting Multiple One-Time Payments

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

Organizational Assignments

Cost Center: 100400025 WHSE - Management - Albany - Sysco
Location: Sysco Albany

One-Time Payment Plan *

X Sign On Bonus ...

Scheduled Payment Date *

06 / 05 / 2020

Amount *

2,500.00

Currency *

X USD ...

Send to Payroll

☒

Modified schedule payment date and add in a specified amount

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.

Request One-Time Payment

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
03/05/2020

Sign on Bonus
scheduled for
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
06/05/2020

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**