Use this process to submit a one-time payment for an employee

From the Home Screen (as an Initiator):

1. Type employee name in search box, click on generated text OR hit Enter

2. Use the related action off of the employee’s name and select Compensation > Request One-Time Payment:

3. Enter an Effective Date and One-Time Payment Plan and click “OK”:

4. Enter the following information: Employee Visibility Date (OPTIONAL), Reason, Amount, Worktag (OPTIONAL), Additional Information (Justification), and Attachments (Justification Letter upload). Then click “Submit.”

5. Approvals will go up Approval Chain.

Compensation Central Partner will approve if within guidelines and proper justification is attached.

6. Requires approval by Cost Center Manager