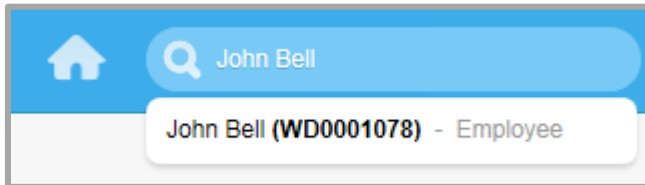


Use this process to submit a one-time payment for an employee

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":

Request One-Time Payment

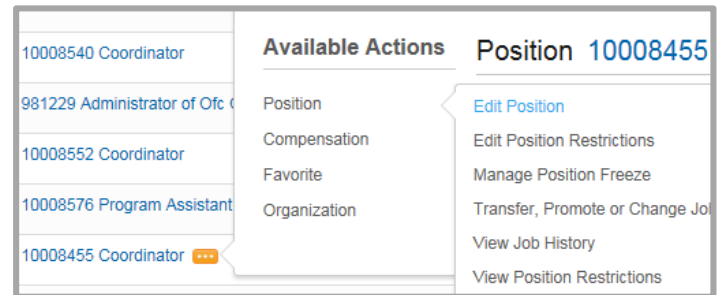
Effective Date
*

Employee
*

One-Time Payment Plan
*



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**

