



# One-Time Payment and Allowance Plans



*The One-Time Payment and Allowance Plans tip sheet is for Managers, HR Partners, and Compensation Partners.*

## One-Time Payments

A one-time payment is an additional payment amount for a specific purpose.

1. In the Workday Search bar, type “**Request One-Time Payment**” and select the task.
2. Select the **Effective Date**.
3. Search for and select the **Employee** you would like as the recipient of the one-time payment.
4. Select **OK**.
5. In the Summary section, select **Edit** .
6. Select **Reason**. Reasons may include (but are not limited to) completing training, substitute pay, conducting workshops.
7. Select **Save** .
8. Under One-Time Payment, select **Add**.
9. Select **One-Time Payment Plan**.
10. Select a **Scheduled Payment Date**.
11. Type an **Amount**.
12. Confirm the **Currency** is USD.
13. If you would like this transaction to be paid out, select the **Send to Payroll** checkbox. If this has already been paid, or you are creating the request for reporting purposes only, you can uncheck the box, and no payment request will be sent.
14. Optional: Select an alternative **Cost Center**. The employee’s cost center will automatically be charged, but you may select a different cost center for this payment.
15. Select **Submit**.

## Request One Time Payment Approval Matrix

The task will be sent to the Compensation Partner to review the one-time payment. However, this step is skipped if the Compensation Partner initiated the transaction.

The task will then be sent to the Budget Approver and President-level manager for final approvals. The task will route through the Management Chain for approval and will skip any Managers that have already approved.

**NOTE:** President-level approval is not needed at CNM.

## Allowance Plans

An allowance plan is an ongoing payment for additional monetary benefit intended for a specific purpose. Only HR or Compensation Partners can initiate Request Compensation Change.

1. In the Workday Search bar, type “**Request Compensation Change**” and select the task.
2. Select the **Effective Date**.
3. Search for and select the **Employee** name.
4. Select **OK**.
5. Review the Employee base pay history if needed.
6. Select a **Reason** for the request.
7. Under Allowance, select **Add**.
8. Select the **Compensation Plan** you would like to assign. Use the prompt and select All Compensation Plans to see the options.

**NOTE:** Be sure to double-check that you are assigning the correct plan based on the employee’s college.

9. **Amount** or **Percent** and **Frequency** auto-populate. These can be adjusted as needed.
10. Select **Submit**.

## Request Compensation Change Approval Matrix

The task is sent to the Compensation Partner to review the compensation change allowance. However, this step will be skipped if Compensation Partner initiated the transaction.

The task will then be sent to the Budget Approver and President-level manager for final approvals. The task will route through the Management Chain for approval and will skip any Managers that have already approved.

**NOTE:** President-level approval is not needed at CNM.

## View Compensation History

After full approval, managers can view one-time payments. This information can be viewed in two different ways:

To view a single worker at one time:

1. Navigate to the Worker Profile you wish to view the one-time payment for.
2. Based on security, select **Actions > Compensation > View Bonus & One-Time Payment History**.  
OR  
Select **Actions > Compensation > View Reimbursable Allowance Plan Activity**.

To view multiple workers and filter on Effective Date, Organizations, or Pay Groups related to the one-time payment:

1. In the Workday Search bar, type “**Bonus and One-Time Payments**” and select the report.
2. Select or enter information you would like to filter on. If you leave all information blank, the report will run.
3. Select **OK**.