The Review and Approve Miscellaneous Payment Requests tip sheet is for Cost Center Managers.

Miscellaneous Payment Requests require approval from serval different roles in Workday. One of those roles is the Cost Center Manager. If you are in this role, and an employee within your cost center submits a miscellaneous payment request, you will receive a notification. Follow the steps below to review and take action on the request.

1.   Beginning on the Workday homepage, select the **Workday Inbox** 📥 .

2.   Locate and select the task related to the request. The request will begin with **Check Budget (Financial) for Miscellaneous Payment Request**.

NOTE: Please pay careful attention to the due date associated with the task. The due date will be listed below the task in your inbox.

3.   Review the request and make the appropriate decision considering the below options:

   Submit: Select this option if the miscellaneous payment request is approved.

   Send Back: If further changes need to be made by the requester, select this option. The requester will receive a notification in their Workday inbox.

   Deny: Select this option to deny the process. The requester will need to reinitiate the process if a new request is needed.

   Save for Later: Select this option to save any progress made and exit the request. The task will remain in your Workday Inbox.

   Cancel: Select this option to exit the task without saving any work. The task will remain in your Workday Inbox.

NOTE: If approved, the request will auto complete if there is enough budget. It will only go to budget manager if there is an issue with budget (no budget or not enough).

Budget Check Considerations

If the request is larger than the budget allocation, Workday will display an error message "Override can be requested for extraordinary circumstances only – please create a budget amendment to move budget dollars to this cost center and then proceed with invoice."

NOTE: To create a budget amendment, please reference the **Budget Management** tip sheet.