

**Review One-Time Payment - Overview**

This Quick Reference Guide (QRG) is designed to walk **Payroll Costing Managers** through the task of reviewing and approving a One-Time Payment (OTP).

One-Time Payments are one of the Workday HCM (Human Capital Management) processed that will trigger actions for Payroll Costing Managers. This QRG will walk through what the Payroll Costing Manager will do upon receipt of the item in their “My Tasks” inbox in Workday.

	<p>Do not approve the One-Time Payment without first reviewing/modifying the costing information. This is the primary purpose for routing this business process to Payroll Costing Managers.</p> <p>If a Costing Override is NOT entered, the One-Time Payment will cost to either:</p> <ul style="list-style-type: none"> <li>• The allocation entered by the initiator if present (which may be incorrect)</li> <li>• The costing allocation in place for the worker (this can be found by navigating to the worker in Workday and clicking <b>Pay</b> on the left side of the screen).</li> </ul>
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**One-Time Payment**

On the Workday **Home** screen:

- 1) Navigate to your **My Tasks** inbox.  
Click the My Tasks icon in the upper right-hand corner of the Home Screen.

In the **Inbox**:

- 2) Select the One-Time Payment that has routed to you.  
This will open the **Review One-Time Payment** task.

	<p>Only one approval by a Payroll Costing Manager is required for a One-Time Payment Event. In situations where a One-Time Payment has more than one costing override, the Payroll Costing Manager will validate all costing on the request.</p>
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In the **One-Time Payment Summary**:

- 3) Review/Modify the following:
  - **Effective Date**
  - **Employee Visibility Date (not required)**
  - **Reason**
  - **Total Amount Requested**
  - a) Click the edit icon, or click into the field, to modify, if desired.

**One-Time Payment Summary**

Summary

Effective Date \*



- b) Click the **Send Back** button at the bottom of the screen, if desired, to send back to the requestor and enter the change required in the **Reason** field. Otherwise, continue.
- c) Save modifications by selecting the save icon (check mark):

Summary

Effective Date \*

03/25/2022 




Under the **One-Time Payment**:

For a One-Time Payment with one allocation, continue to [Step 5](#). For a One-Time payment split between multiple allocations, skip to [Step 6](#).

- 4) Review/Modify One-Time Payment Costing Allocation:
  - a) Click the edit icon:

**One-Time Payment**

Payment Details

1,313.00 USD




- b) Review/modify:
  - **One-Time Payment Plan**
  - **Scheduled Payment Date** – this defaults to the Effective Date from above.
  - **Amount** – this defaults to the Total Amount Requested. If modifying, this will overwrite the original amount requested. Enter an explanation in the Additional Information field below.
  - **Currency**
  - **Send to Payroll** – ensure this box remains checked.
  - **Additional Information** (recommended) to add details about why the costing override was entered or to justify other modifications made.
- c) Verify supporting information, if desired.  
Click the blue arrow icon to expand the section:


**Supporting Information**

- d) Enter costing worktags:

- **Costing Company** – Must be updated if the worker’s pay is being allocated to another Company’s FDM string (e.g., if a Rector and Visitors employee is being funded by the Medical Center or University Physicians Group).
- Select desired **Gift, Grant, Designated** or **Project** – required if Rector & Visitors or Wise is selected as Costing Company (or is the Worker’s Company). These are driver worktags, therefore may populate related worktags (e.g., **Fund, Cost Center, or Function**).

 <b>NOTE</b>	<p>You will receive a Workday error if a Grant Worktag is selected for certain One-Time Payment Plans. If you need clarification on why this is not allowed, contact <a href="mailto:AskFinance@virginia.edu">AskFinance@virginia.edu</a> and your question will be routed to the Office of Sponsored Programs (OSP).</p>
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- **Cost Center** – If a **Gift, Grant, Designated, or Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- **Fund** – If a **Gift, Grant, Designated, or Project** is selected and no **Fund** automatically populates, manually enter the impacted fund.
- **Function** – If a **Gift, Grant, Designated, or Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- **Program**, if desired.
- **Activity**, if desired.
- **Assignee**, if desired.
- **Additional Worktags**, if desired.

e) Save these edits:  
 Scroll back up to the top of the **One-Time Payment** section and click the Save icon (check mark).

<p>Organizational Assignments</p> <p>Company: The Rector &amp; Visitors of the University of Virginia                  Location: 2420 OLD IVY RD OFFICE BUILDING</p>	
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For a One-Time Payment split between multiple allocations, proceed to [Step 6](#). Otherwise, skip to [Step 7](#).

5) Review/Modify One-Time Payment Costing Allocation:

a) Determine how many costing allocation splits you will be creating and the amounts for each. The following steps will instruct you to create a separate One-Time Payment and enter costing for each split.

 <b>CAUTION</b>	<p>Make note of the original requested amount, as you will need to ensure that this amount stays the same as you split out the costing allocations.</p>
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b) Click the edit icon:

<p>One-Time Payment</p> <p>Payment Details</p> <p>1,313.00 USD</p>	
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c) Review/modify:

- **One-Time Payment Plan**
- **Scheduled Payment Date** – this defaults to the Effective Date from above.
- **Amount** – this defaults to the Total Amount Requested. Enter the amount you determined to allocate in this costing allocation at Step 6a.
- **Currency**
- **Send to Payroll** – ensure this box remains checked.
- **Additional Information** (recommended) to add details about why the costing override was entered or to justify other modifications made. Include details about costing allocation splits.

d) Verify supporting information, if desired.

Click the blue arrow icon to expand the section:



e) Enter costing worktags:

- **Costing Company** – Must be updated if the worker’s pay is being allocated to another Company’s FDM string (e.g., if a Rector and Visitors employee is being funded by the Medical Center or University Physicians Group).
- Select desired **Gift, Grant, Designated** or **Project** – required if Rector & Visitors or Wise is selected as Costing Company (or is the Worker’s Company). These are driver worktags, therefore may populate related worktags (e.g., **Fund, Cost Center, or Function**).

 <b>NOTE</b>	<p>You will receive a Workday error if a Grant Worktag is selected for certain One-Time Payment Plans. If you need clarification on why this is not allowed, contact <a href="mailto:AskFinance@virginia.edu">AskFinance@virginia.edu</a> and your question will be routed to the Office of Sponsored Programs (OSP).</p>
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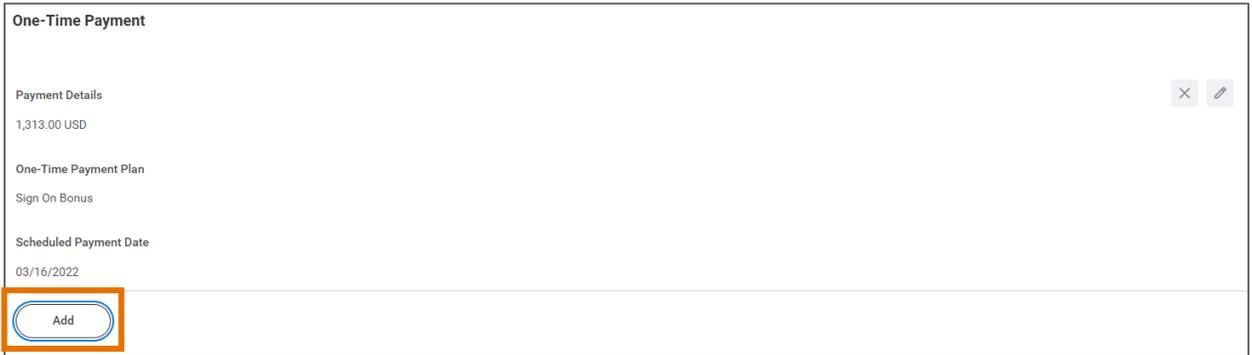
- **Cost Center** – If a **Gift, Grant, Designated, or Project** is selected and no **Cost Center** automatically populates, manually enter the impacted cost center.
- **Fund** – If a **Gift, Grant, Designated, or Project** is selected and no **Fund** automatically populates, manually enter the impacted fund.
- **Function** – If a **Gift, Grant, Designated, or Project** is selected and no **Function** automatically populates, manually enter the applicable Function.
- **Program**, if desired.
- **Activity**, if desired.
- **Assignee**, if desired.
- **Additional Worktags**, if desired.

f) Save these edits:

Scroll back up to the top of the **One-Time Payment** section and click the Save icon (check mark).



g) Click the **Add** button to create another One-Time Payment for additional costing split.



h) Repeat steps 6b through 6h until all splits are allocated.

i) Ensure all One-Time Payments add up to the **original** Total Amount Requested that you made note of at Step 6a.

7) Review Comments, Process History, and Attachments, as applicable.

8) Add your own Comment or Attachments, if desired.

9) Click the **Approve** button to approve the One-Time Payment(s) and send forward with Costing Allocation(s) in place.

You have successfully completed this task!