Compensation or One-Time Payment?

Before Workday, departments sent paper forms to Payroll Services for data entry. The forms included Supplements for employee’s extra pay not considered part of their base annual salary, Awards to Faculty, Staff or Student Workers, and Withholding on Non-Salary Compensation Items. In Workday, HR Contacts in the department initiate business processes to pay employees for these payments. How do you know if the extra pay is a one-time payment or part of compensation? Here is a basic guide that clarifies what business process to use:

**Compensation**

Allowances, stipends, temporary and salary enhancement pay would be added to an employee’s salary using the Request Compensation Change business process. Listed below are a few of the most commonly used compensation changes; the full list is available in the drop-down menu of the business process:

- Cell Phone Service Allowance
- Department Head Stipend
- Distinguished Chair Stipend
- Housing Allowance
- Media Payment Allowance
- Salary Enhancement Pay
- Temporary / Interim Increase
- Uniform Allowance

**One-Time Payment**

Payments for extra work outside of the scope of an employee’s primary job duties, Awards to Faculty, Staff or Student Worker, and Withholding on Non-Salary Compensation Items (Emoluments in Workday) are processed in Workday using the Request One-Time Payment business process. Listed below are a few of the most commonly used one-time payments; the full list is available in the drop-down menu of the business process:

- Camps *(Athletic & Other)*
- Cash Award
- Cash Award – Grossed Up
- Continuing Education
- Excess of 100% Non-Teaching *(100% FTE staff & faculty extra)*
- Extra Pay Faculty Position < 100%
- Extra Pay Outside Regular Job Duty *(less than 100% FTE staff extra)*
- Graduate Student in Excess of 50%
- Fellowship / Teaching Awards
- Fellowship / Teaching Awards – Grossed Up
- Participation-Seminars & Presentations
- Relocation Allowance
- Salary Supplement - Teaching *(non-faculty teaching)*
- Sports Contract Payment
- Teaching in Excess of 100% *(Faculty)*
- Wage Position-Extra Pay
- Writing / Editing / Translating Services

**Note:** Any choices that start with Emolument will tax the employee on the gross and net pay will be reduced, it will not pay the employee the amount of the one-time payment.

**Missed Salary or Hours** should never be processed using the Request One-Time Payment business process. There are no one-time payment plan components for this type of pay. Missed regular pay is calculated and processed by the Workday Retro process and paid to an employee on their next regularly scheduled payday (biweekly or monthly). The Workday Retro process works for all timesheets and/or business processes completed and approved by the set deadlines. Please contact your Payroll Processing team if you have any questions regarding regular pay.