Compensation or One-Time Payment?
HR Contacts in the department initiate business processes to pay employees for extra pay not considered part of their base annual salary, Cash Awards to Faculty, Staff or Student Workers, and Emoluments (taxes on non-salary compensation). 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
- Teaching in Excess of 100% (recurring)
- 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 Emoluments (taxes on non-salary compensation) are processed in Workday using the Request One-Time Payment business process. Extra pay one-time payment plan choices are taxed at 22% with the exception of Summer Teaching & Summer Research, which are taxed at W-2 rate. 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 pay)
- Extra Pay Faculty Positon < 100%
- Extra Pay Outside Regular Job Duty (less than 100% FTE staff extra pay)
- Graduate Student in Excess of 50%
- Emolument
- Fellowship / Teaching Awards
- Fellowship / Teaching Awards – Grossed Up
- Participation-Seminars & Presentations
- Relocation Allowance
- Relocation Allowance – Grossed Up
- Salary Supplement - Teaching (use for non-faculty teaching)
- 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.

Refer to the Payroll Processing Calendars for Retro and Current Business Process biweekly & monthly deadlines. The request compensation change or request one-time payment business process needs to be fully approved in Workday by the deadlines to insure the employee receives pay when expected. If the deadline for the current payroll is not met, the employee will be paid on their next regularly scheduled payday.

Compensation or One-Time Payment

Page 1 of 2
Revised 4.02.2019
**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.

**Extra Work for a Different Supervisory Organization**
If your supervisory organization allows a faculty or staff member to do extra work (not recurring) for a different supervisory organization, it is their responsibility to initiate and complete the "Request One-Time Payment" business process. A *supervisory organization cannot initiate the business process of "Request One-Time Payment" for a worker who is not part of their supervisory organization*. It is incumbent on both departments to work collaboratively to make sure this process flows smoothly. Please file back-up material in your employee’s departmental record for audit purposes. In some cases, the “Add Additional Job” business process may be needed for recurring work. Please contact HROE Class & Comp Staff at hrcomp@tamu.edu if you have any questions.

**Cancelling a “One-Time Payment” or “Compensation Change” Request**
HR Contacts have the ability to *cancel* certain business processes in Workday. The *cancel* functionality exits the business process step without taking any further action when there are data entry errors, a change in plans, or the event is no longer needed while the event is in progress. The *cancel* functionality does not have routing approvals. *Once the action is taken, it cannot be reversed.* Please exercise caution to assure the data edited or action taken is appropriate before completing the action. If the cancel action of one business process impacts related staffing or compensation sub processes, benefits, or payroll, evaluate and take action as needed. For audit purposes, please be sure to adequately document the need for this process in the comment box. Refer to the job aid “Correct, Cancel and Rescind” available in Workday Help for instructions (see page 3).

*Exception – never cancel a business process completed during the conversion process to Workday. Instead, please email the appropriate area in HROE if there is a presumed need to cancel any business process event indicated in the process history as “conversion” or “convert”.*

Cancel is available for the following business processes:

- Create Position
- Edit Position Restrictions
- Hire
- Add Additional Job
- Change Job
- Termination
- End Additional Job
- Switch Primary Job
- Contract Contingent Worker
- End Contingent Worker Contract
- Legal Name Change
- Request Compensation Change
- Request One-Time Payment
- Change Default Compensation