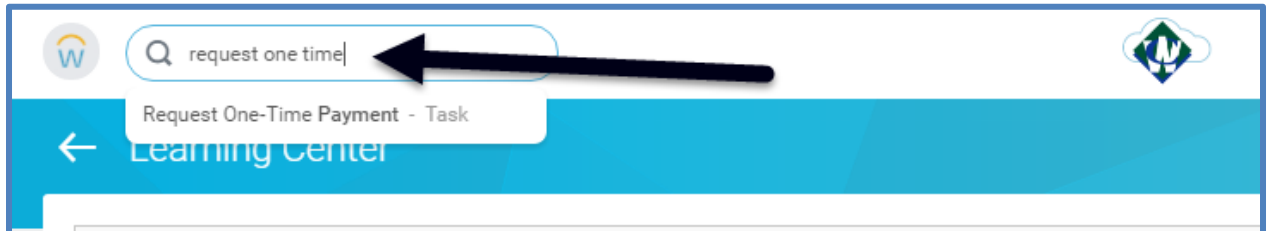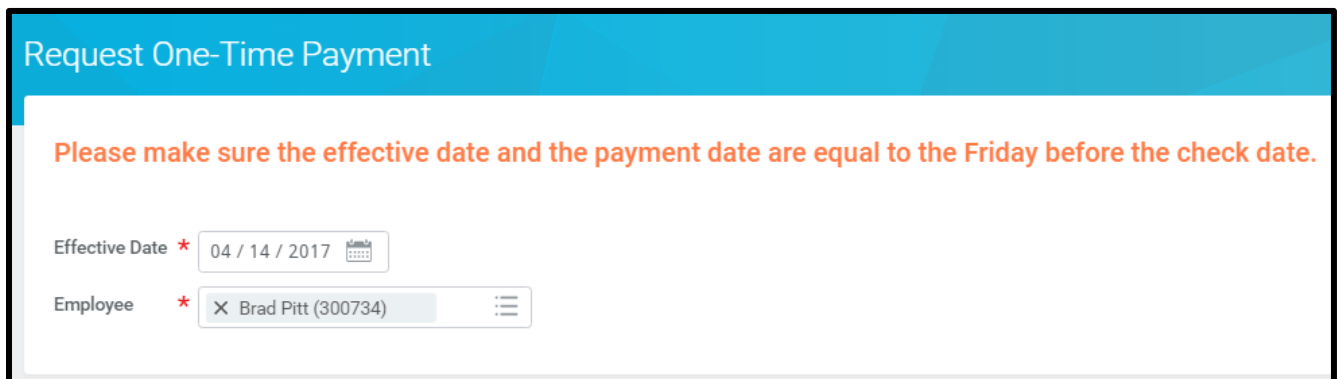## Regular One-Time Payments

1. From the search bar, enter the "request one time payment" task. You can also access this task from the Employee's profile by clicking **Actions** and hovering over Compensation. Click **Request One-Time Payment** from the drop-down menu.

2. Enter the effective date and the employee name. Be sure to enter a date that is the **Friday before the date checks are paid to employees.**

3. The One-Time Payment Summary page displays. Click the **Edit** icon [pencil icon]. The Effective date defaults which is the Friday prior to the check date. You may enter the Employee Visibility Date as the date the employee receives the funds on his/her paycheck. Select a reason for the one-time payment from the Reason field. Once done, click the **Save** icon [checkmark icon].

One-Time Payment Summary

Summary

Effective Date *
04 / 14 / 2017

Employee Visibility Date
04 / 21 / 2017

Reason
X   Lump Sum > Bonus - Annual

Total Amount Requested
0.00 USD

Once the summary information has been saved, enter the one-time payment details by clicking **Add.**

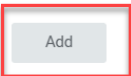One-Time Payment Summary

Summary

Effective Date *
04/14/2017

Employee Visibility Date
04/21/2017

Reason
Lump Sum > Bonus - Annual

Total Amount Requested
0.00 USD

One-Time Payment

Add

Choose the One-Time Payment Plan type. Note that the Scheduled Payment Date is the same as the Effective Date. Remember, t**hese dates need to be the Friday before the date checks are paid to employees.** Enter the Coverage Period which is the timeframe or pay period in which the bonus was earned. Enter the amount of the one-time payment. Make sure the **Send to Payroll** box remains checked so the one-time payment submission gets routed to the Payroll Department to process the funds to be paid to the employee.

Coverage Dates and One-Time Payments for FLSA Qualifying Bonuses

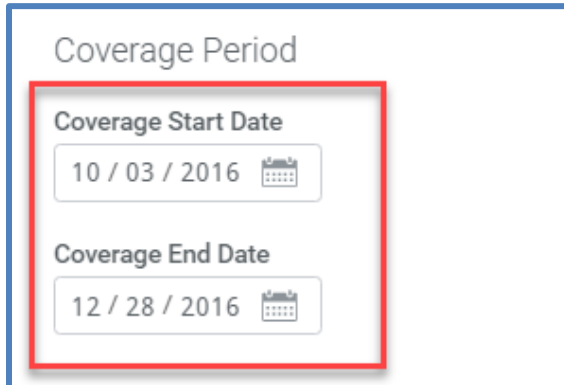When entering a one-time FLSA payment, The coverage dates can span a pay period, an entire month, quarter or a year.
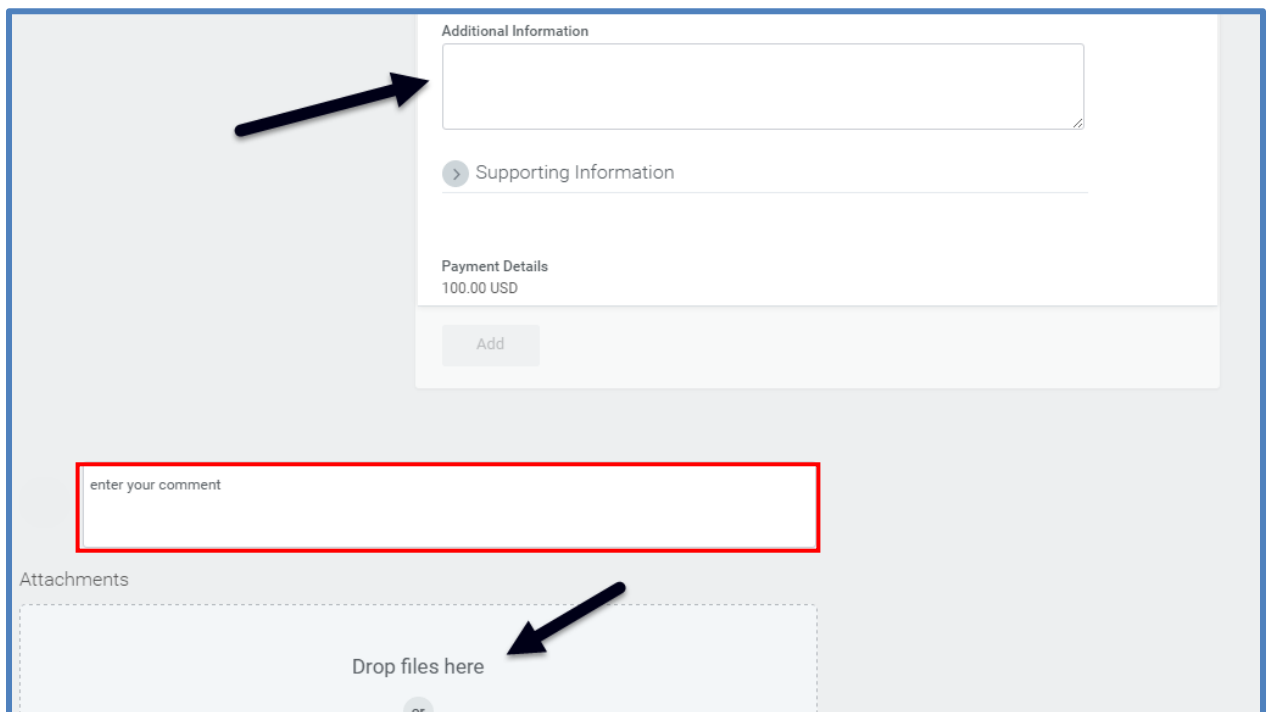
Coverage Period

Coverage Start Date

10 / 03 / 2016

Coverage End Date

12 / 28 / 2016

Note: Any referral bonus or any bonus based off of a percentage of salary would not be eligible for FLSA.

Use the Additional Information field for details relevant to the one-time payment and upload any supporting documentation required by your region. You may also add any general comments in the "enter your comment" section. Click **Submit.**

Additional Information

Supporting Information

Payment Details
100.00 USD

Add

enter your comment

Attachments

Drop files here

or

Once the one-time payment is submitted it will route for approval and process on the employees next scheduled pay date.