

REQUEST ONE-TIME PAYMENT REQUEST REQUIREMENTS

When a department has been instructed to pay a participant stipend via Workday, you must take the following steps.

1. Request One-Time Payment memo is created and should include:
 - a. Project Name and account number
 - b. Effective start and end date
 - c. Description of work/task performed
 - d. Amount of pay
 - e. Academic - Signatures of PI, chair/dean of faculty performing scope of work
 - f. Non-Academic – Signature of department head
2. Submit to HR
 - a. Upon review and designation of payment component, HR will return approved memo to requesting department.
3. The approved memo is processed through payee's department, using the Request One-Time Payment.
 - a. **Link to Payroll Request One-Time Process Job Aid**
 - b. The following supporting documents must be uploaded in Workday when completing this business process.
 - i. Signed and approved memo
 - ii. Any additional supporting documentation you would like to add such as emails, flyers, etc.