Compensation: Request a One-Time Payment

This How-To Guide covers **requesting a one-time payment** for a direct report for approved reasons.

Start Here

1. Open **Google Chrome**.

2. Navigate to **Workday**.

3. If prompted, login with your **College email** and **password**.

4. In the top-left corner, select **Menu.**

5. Select the **My Team** application.

   - The first time you do this, you may need to add the **My Team App** to your menu by following these steps:
     - Select **(+) Add** at the bottom of the **Menu**.
     - In the search field, type **My Team**.
     - Select the plus sign icon to add a new app.

6. Find the appropriate employee (you may need to select **More** to see your full list of employees) and open their **Related Actions** (3 dots in the top right corner).

7. Select **Compensation** > **Request One-Time Payment**.

8. Enter the **effective date** and select **OK**.

9. The **One-Time Payment Summary** screen will display. In the **One-Time Payment** section, select the **Add** button.

10. Under **One-Time Payment Plan,** select the appropriate plan and add any additional information.

11. Select the **Save** icon (check mark in the top right corner).

12. Select **Submit**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.