

Iowa Department of Human Services  
**On-Duty (OD) Pay in Workday**

How to calculate OD hours to pay out in a One-Time Payment (OTP):

- ◆ Hours: number of on-duty days multiplied by 2
- ◆ Employee's Hourly Rate: \$
- ◆ Hours multiplied by Employee's Hourly Rate = **OTP pay out**

EXAMPLE:

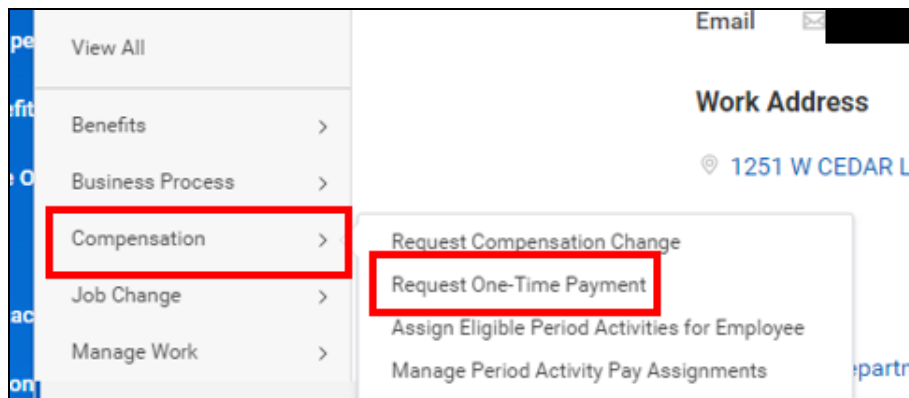
Employee's hourly rate= \$138.90

Day Employee was on-duty: 4/4, 4/6, 4/11, 4/14 = 4 days\*2= **8 hours**

**8 hours** \* \$138.90 = **\$1,111.20**

This total in red will be paid out in a One-Time Payment to the employee (please see OTP business process to complete).

From the employee's profile, select **Actions**. Hover over **Compensation** and select **Request One-Time Payment**.

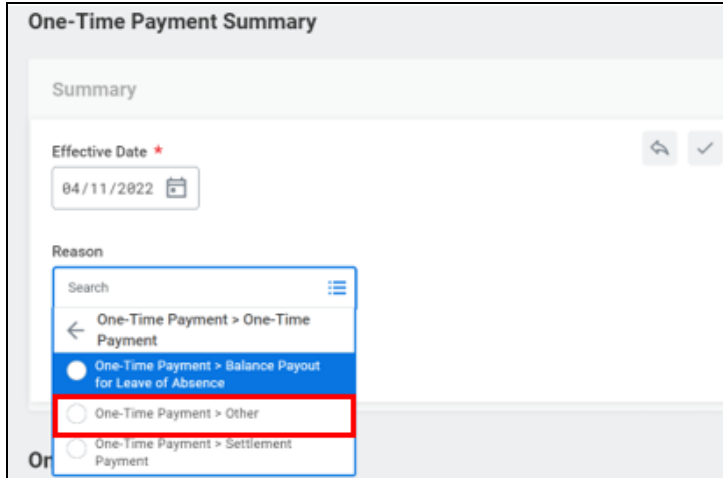


Effective Date: beginning of the pay period in which the one-time payment will be paid out. Click **OK**.

A screenshot of the 'Request One-Time Payment' dialog box in Workday. The dialog has a title bar that says 'Request One-Time Payment'. Below the title, there are two main fields: 'Effective Date' and 'Employee'. The 'Effective Date' field is set to '03/18/2022' and has a calendar icon to its right. The 'Employee' field is redacted with a black box and has a dropdown arrow to its right. At the bottom of the dialog, there are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

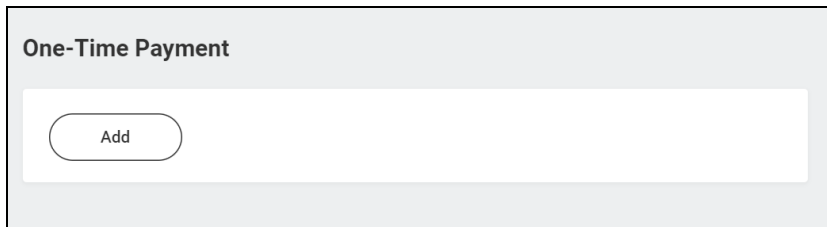
## One-Time Payment Summary:

Effective Date: Fills in from previous page entry. Under **Reason**, select **One-Time Payment** and then **Other**.



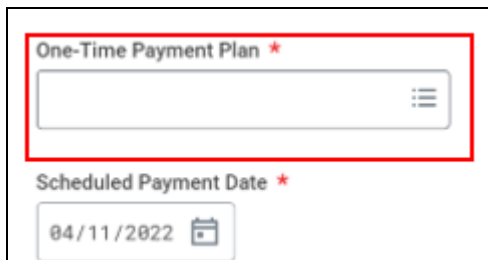
The screenshot shows the "One-Time Payment Summary" form. The "Effective Date" field is set to 04/11/2022. The "Reason" dropdown menu is open, showing several options. The option "One-Time Payment > Other" is highlighted with a red box, indicating it is the selected reason.

Scroll down and click **Add**.



The screenshot shows the "One-Time Payment" section of the form. There is a large white button labeled "Add" centered within a light gray box.

Click inside the box beneath **One-Time Payment Plan** to choose the type of payment plan:



The screenshot shows the "One-Time Payment Plan" field, which is a dropdown menu. The field is highlighted with a red box. Below it is the "Scheduled Payment Date" field, which is set to 04/11/2022.

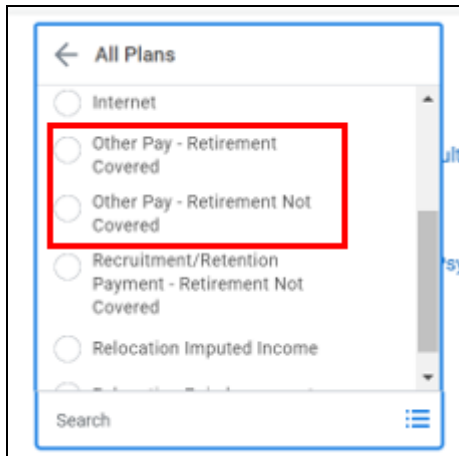
## Plan Types:

### Other Pay – Retirement Covered

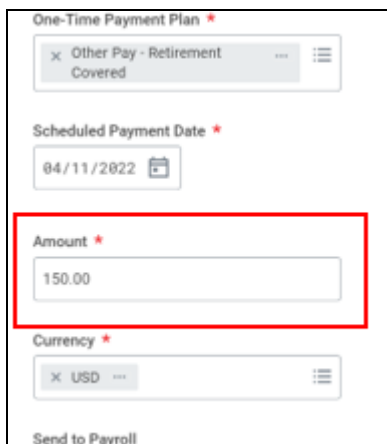
- ◆ 0-240 hours paid out will be Other Pay Retirement Covered.

### Other Pay – Retirement Not Covered

- ◆ Once you have paid the employee out for 240 hours- the OTP is now **Other Pay-Retirement Not Covered**.



Once plan is selected, enter the amount to pay out in the one-time payment.



One-Time Payment Plan \*

x Other Pay - Retirement Covered ...

Scheduled Payment Date \*

04/11/2022

Amount \*

150.00

Currency \*

x USD ...

Send to Payroll

An **Attachment** is required for this transaction. **Always** upload any relevant supporting documents.

- ◆ A spreadsheet tracking the pay periods and hours which have been paid out is required to be uploaded (an example of this spreadsheet is below).

attachments

Drop files here

or

Select files

Submit Save for Later Cancel

Click **Submit**.

Example of Spreadsheet to track hours until 240 (required by DAS payroll):

- ◆ Pay Period
- ◆ Hours Paid
- ◆ Total Hours Paid out for the fiscal year

Pay Period	Hours Paid	one-time payment amount:
Pre WD	76	\$ 10,556.40
17-Sep	8	\$ 1,111.20
1-Oct	14	\$ 1,944.60
15-Oct	16	\$ 2,222.40
29-Oct	10	\$ 1,389.00
3-Sep	8	\$ 1,111.20
12-Nov	12	\$ 1,666.80
26-Dec	14	\$ 1,944.60
10-Dec	10	\$ 1,389.00
24-Dec	24	\$ 3,333.60
7-Jan	10	\$ 1,389.00
21-Jan	14	\$ 1,944.60
4-Feb	10	\$ 1,389.00
18-Feb		
4-Mar		
18-Mar		
1-Apr		
15-Apr		
29-Apr		
13-May		
27-May		
10-Jun		
Totals:	226	\$31,391.40
	240	

# MHI OD PRACTICE

## DPM 1-01

### CHEROKEE

#### WEEKDAY (Monday-Thursday 1630- 0800) = 15.5 hours

**First Call** – must be available on campus within 20 minutes

Option A – PA/ARNP (must also have a physician on 2<sup>nd</sup> call)

15.5 hours x (10% of hourly rate + 1.5x hourly rate for any appearance at the facility)

**Second Call** – must be available by phone (used when PA/ARNP on 1<sup>st</sup> call)

15.5 hours = 2 hours of CT only (0.13 hours CT for every 1 hour of call). Must take CT up to 80 hour max, and then must take cash.

#### WEEKEND (1630 Friday – 0800 Monday) = 63.5 hours

**First Call** – must be available on campus within 20 minutes

Option A – PA/ARNP (must also have a physician on 2<sup>nd</sup> call)

63.5 hours x (10% of hourly rate + 1.5x hourly rate any on-site)

**Second Call** – must be available by phone (used when PA/ARNP on 1<sup>st</sup> call)

63.5 hours = 10 hours of CT only (0.16 hours CT for every 1 hour of call). Must take CT up to 80 hour max, and then must take cash.

### INDEPENDENCE

#### WEEKDAY (Monday-Thursday 1630- 0800) = 15.5 hours

**First Call** – must be available on campus at all times

1630 – 0600 (13.5 hours) - Physician

Option A – 13.5 hours = 4 hours of CT (no cash allowed – rarely used option)

Option B – 13.5 hours x \$25/hour = \$337.50 (generally used option)

0600 – 0800 (2.0 hours) - Physician

2.0 hours = .05 hours of CT (0.25 hours CT for every 1 hour of call) – no cash allowed

2.0 hours x \$25/hour = \$50.00 (contract only)

**Second Call (AOD)** – not required to be on campus; must arrive in a “reasonable” time

1630 – 0800 (15.5 hours) - Psychiatrist

15.5 hours = 1.55 hours of CT only (0.10 hours CT for every 1 hour of call) – no cash allowed

15.5 hours = 1.55 hours of cash (0.10 hours for every 1 hours of call) – contract only

#### WEEKEND (1630 Friday – 0800 Monday) = 63.5 hours

**First Call** – must be available on campus at all times

1630 Fri – 0600 Mon (61.5 hours) – Physician

Option A – 61.5 hours = 15.38 hours of CT (no cash allowed – rarely used)

Option B – 61.5 hours x \$25/hour = \$1,537.50 (generally used option)

0600 – 0800 Mon (2.0 hours) - Physician

2.0 hours = .05 hours of CT (0.25 hours CT for every 1 hour of call) – no cash allowed

2.0 hours x \$25/hour = \$50.00 (contract only)

**Second Call (AOD)** – not required to be on campus; must arrive in a “reasonable” time

1630 Fri- 0800 Mon (63.5 hours) – Psychiatrist

Option A – 63.5 hours = 6.35 hours of CT (0.10 hours CT for every 1 hour of call – no cash allowed) – FTEs only

Option B – 63.5 hours = 6.35 hours x hourly rate (0.10 hours for every 1 hour of call; cash only) – Contract only