# Iowa Department of Human Services One Time Payments (OTP) in Workday

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



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

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**One-Time Payment Summary:** 

The Effective Date fills in from the previous page's entry.

Under **Reasons**, there are two commonly used options:

- One-Time Payment>Balance Payout for Leave of Absence: will be initiated by the Leave Team
- One-Time Payment>Other: will be the majority of HRA transactions

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Summary		
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Reason		
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RC-0166 (07/22)

Scroll down and click Add.



Under One-Time Payment Plan, select the type of payment plan.

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cheduled Payment Date	

## Typical Plan Types and examples:

#### **Other Pay – Retirement Covered**

 Example: On Duty (OD) Pay (up to 240 hours paid out- must be tracked); Compensation/Banked Holiday Payout

## **Other Pay – Retirement Not Covered**

• Example:Hazard/Incentive Pay; Vacation Payout; Patient Payroll

### **Recruitment/Retention Payment – Retirement Not Covered**

Example:RN Recruitment/Retention Payment

internet	
Other Pay - Retirement Covered	
Other Pay - Retirement Not Covered	
<ul> <li>Recruitment/Retention</li> <li>Payment - Retirement Not</li> <li>Covered</li> </ul>	
Relocation Imputed Income	

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

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Scheduled Payment Date *		
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Amount *		-
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Currency *		_
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Attachment is requried for this transaction- always upload supporting document.

- OTP for OD pay: attach the tracking sheet
- Recruitment/Retention OTP: attach the approved M40
- Hazard/Incentive OTP: attach spreadsheet

Attachments				 	
		(	Drop files here or Select files		
Submit	Save for Later	Cancel			

Click **Submit** to finalize the One Time Payment.