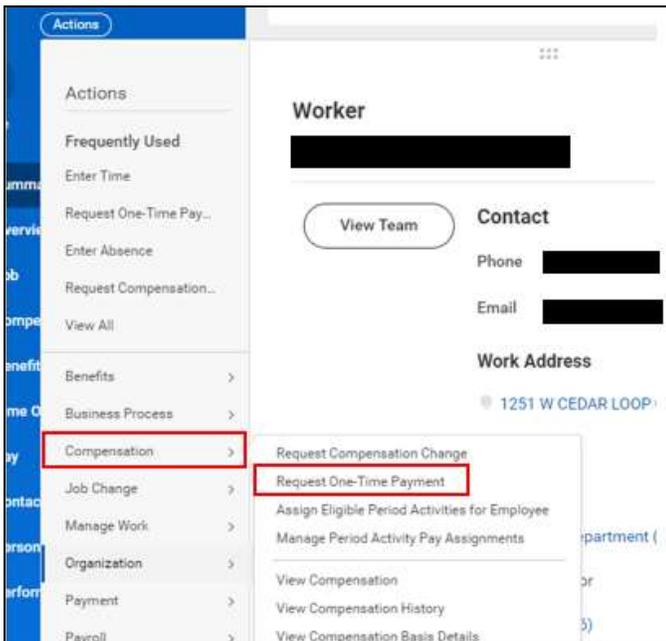


Iowa Department of Human Services One Time Payments (OTP) in Workday

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**

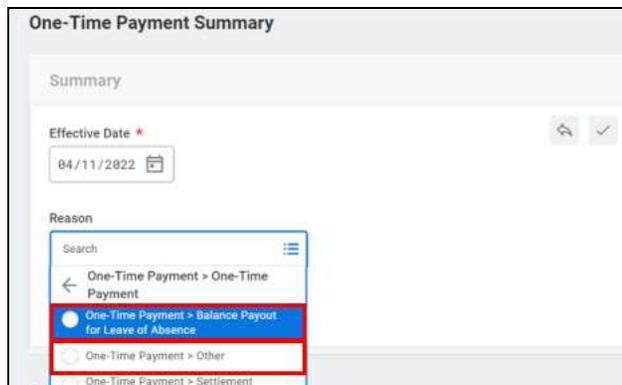


One-Time Payment Summary:

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

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

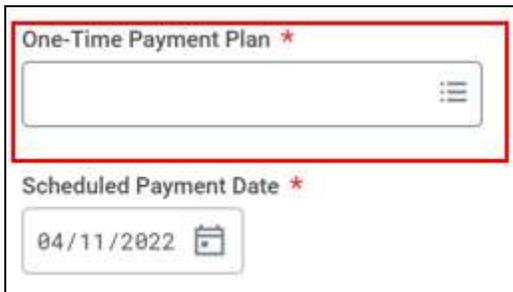
- ◆ One-Time Payment>Balance Payout for Leave of Absence: will be initiated by the Leave Team
- ◆ One-Time Payment>Other: will be the majority of HRA transactions



Scroll down and click **Add**.



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



Typical Plan Types and examples:

Other Pay – Retirement Covered

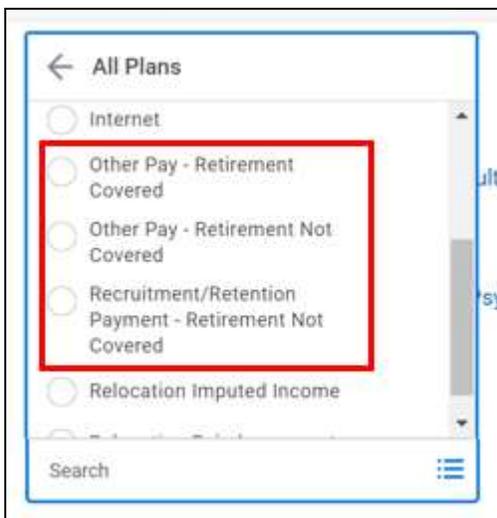
- ◆ Example: On Duty (OD) Pay (up to 240 hours paid out- must be tracked); Compensation/Banked Holiday Payout

Other Pay – Retirement Not Covered

- ◆ Example: Hazard/Incentive Pay; Vacation Payout; Patient Payroll

Recruitment/Retention Payment – Retirement Not Covered

- ◆ Example: RN Recruitment/Retention Payment



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

One-Time Payment Plan *

Other Pay - Retirement Covered

Scheduled Payment Date *

04/11/2022

Amount *

150.00

Currency *

USD

Send to Payroll

Attachment is required 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.