

Request One-Time Payment

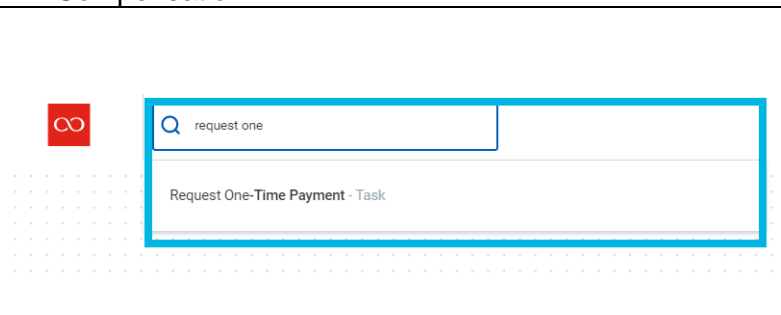
Overview

Use this process when requesting a one-time payment, such as a spot bonus, for an employee.

Who Does This: HRBP

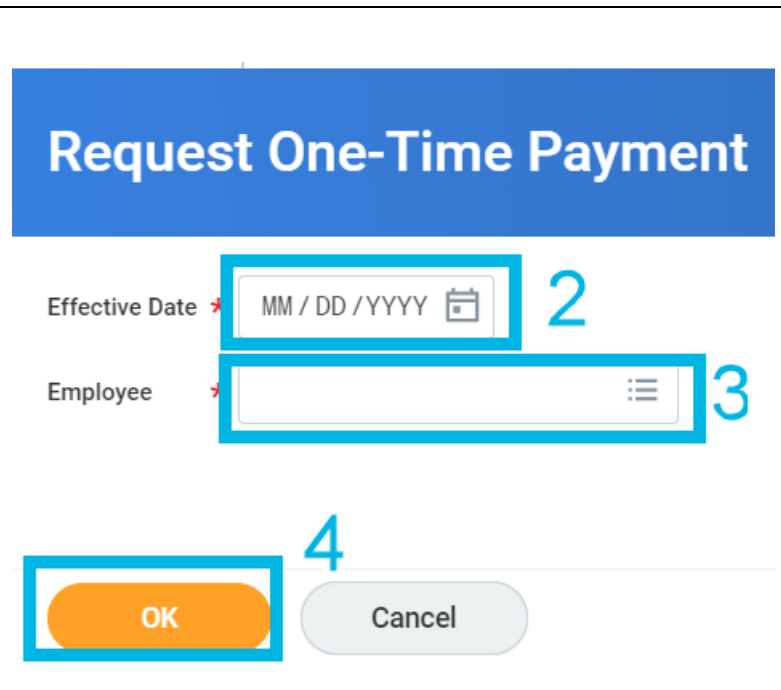
Things to Know:

- HRBP's may Request One-Time Payments for employees they support.
- Payment Processing:
 - U.S. – Payroll will be notified to process payment.
 - Non-U.S. – Coordinate with your local Payroll for processing after the One-Time Payment is approved.
- The employee's Manager will receive a notification that a request has been made for his/her direct report.
- Once you submit your request, it will route for required approval. Depending upon the details of the One-Time Payment, approval may be needed from the employee's Management Chain, additional HR, and/or Compensation.




Step 1


Use the search bar to search for and select **Request One-Time Payment**.



Step 2

Use the calendar icon  to select the appropriate Effective Date.

Step 3

Use the list icon  to search for and/or select the **Employee**.

Step 4

Select **OK**.

Request One-Time Payment



Eric Employee Actions

Production Operator I Actions

One-Time Payment Summary

Summary

Effective Date *

02/19/2018



Reason

Total Amount Requested

0.00 USD

Step 5

Select the pencil icon  to edit the One-Time Payment Summary.

Summary

Effective Date *

02 / 19 / 2018




Reason

Total Amount Requested

0.00 USD

Step 6

Use the list icon  to select the Reason for the One-Time Payment.

Summary

Effective Date *

02 / 19 / 2018



Reason


× Bonus > Spot Bonus



Total Amount Requested

0.00 USD

Step 7

Click the check mark icon  to save your changes.

One-Time Payment

Add

Step 8

Click **Add** to enter the payment details.

One-Time Payment

Current Organizational Assignments



CoorsTek Business Unit: 17300 Worcester

Cost Center: 6500 Plant Admin

Direct/Indirect: Direct

Location: Worcester Plant

One-Time Payment Plan *

Scheduled Payment Date *

02 / 19 / 2018

Payment Details

(empty)

Step 9

Use the list icon to select the appropriate One-time Payment Plan.

Current Organizational Assignments



CoorsTek Business Unit: 17300 Worcester

Cost Center: 6500 Plant Admin

Direct/Indirect: Direct

Location: Worcester Plant

One-Time Payment Plan *

Scheduled Payment Date *

03 / 01 / 2018

Amount *

100.00

Currency *

Send to Payroll



12

13

Step 10

Use the calendar icon to select the appropriate Schedule Payment Date. This date should be a regular pay date.

Step 11

Enter the Amount of the payment.

Step 12

Ensure Send to Payroll is checked.

Step 13

Click the check mark icon to save your changes.

	<p>Step 14 Enter comments related to the request.</p> <p>Step 15 Select Submit.</p>
	<p>Step 16 Select Done.</p>

FAQ's

How can I check the status of my request? You can view the status at any time by locating the task in your Inbox Archive.

Inbox

Actions (44) **Archive**

Sort By: Newest
From Last 30 Days

One-Time Payment: Eric Employee - Production Operator I
14 minute(s) ago - In Progress: Multiple Parties

View Event One-Time Payment: Eric Employee - Production Operator I Actions

14 minute(s) ago - In Progress: Multiple Parties

For **Production Operator I - Eric Employee**

Overall Process **One-Time Payment: Eric Employee - Production Operator I**

Overall Status **In Progress**

Due Date **02/23/2018**

Details **Process**

Process History 2 Items

Process	Step	Status	Completed On	Due Date	Person	Comment
Request One-Time Payment	Request One-Time Payment	Step Completed	02/16/2018 04:10:10 PM	02/23/2018		
Request One-Time Payment	Approval Chain by Manager	Awaiting Action				