

Compensation: Manage Team Compensation

Manager

About the Compensation Application

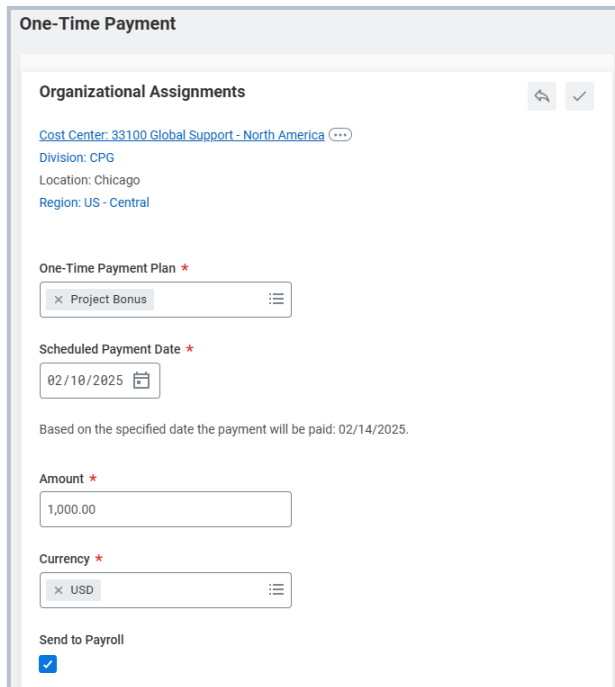
There are many options for managers within the Compensation application. You can request base salary changes, one-time bonuses or payments, and stock grants. There is also a wealth of compensation-related reports at your disposal.

Request a One-Time Payment for a Direct Report

You can request one-time payments, such as referral bonuses, for a direct report through Workday.

From the My Team application:

1. Select the employee's **Related Actions**.
2. Select **Compensation > Request One-Time Payment**.
3. Enter the effective date and select **OK**.
4. The One-Time Payment Summary details display. In the One-Time Payment section, select the **Add** button. Eligible one-time payment plans display.
5. Choose the appropriate plan and make any needed changes.



The screenshot shows the 'One-Time Payment' form. At the top, it says 'One-Time Payment'. Below that is a section for 'Organizational Assignments' with fields for 'Cost Center: 33100 Global Support - North America', 'Division: CPG', 'Location: Chicago', and 'Region: US - Central'. There are share and check icons to the right. Below this is the 'One-Time Payment Plan' section with a dropdown menu showing 'Project Bonus'. The 'Scheduled Payment Date' is set to '02/10/2025' with a calendar icon. A note states: 'Based on the specified date the payment will be paid: 02/14/2025.' The 'Amount' field is set to '1,000.00'. The 'Currency' is set to 'USD'. At the bottom, there is a 'Send to Payroll' checkbox which is checked.

6. Select the **Save** icon.
7. Select **Submit**.



Note: The Amount field auto-populates with a default value based on the one-time payment plan you select. You can modify the default amount, but your process may require additional approvals.