Compensation: Manage Team Compensation

Manager

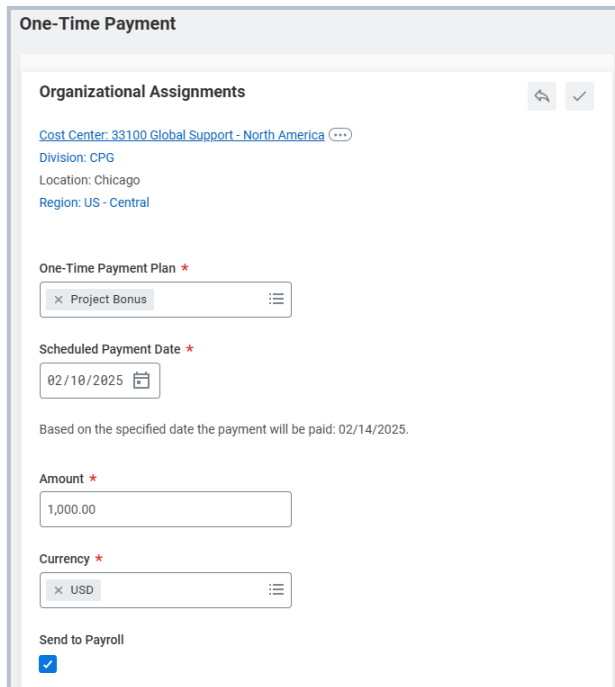## About the Compensation Application

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.

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.