

Compensation: Manage Team Compensation

Manager

About the Compensation Application

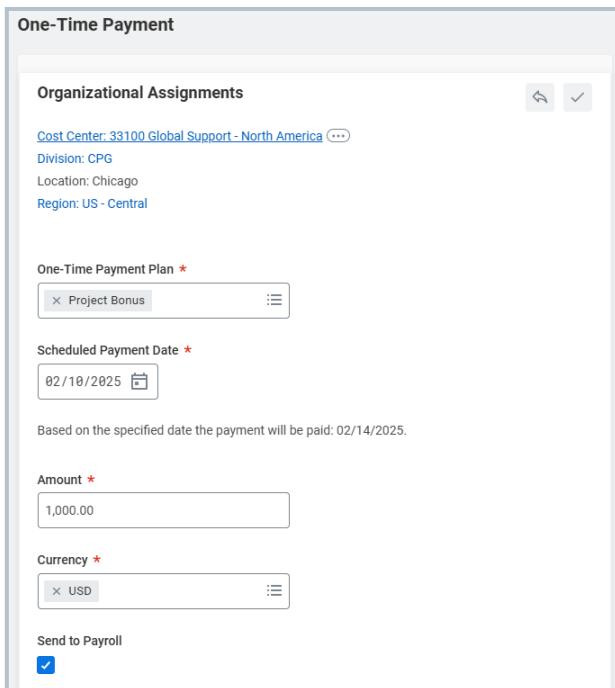
There are many options for managers within the Compensation application. You can request base salary changes, one-time bonuses or payments, and stock grants. There is also a wealth of compensation-related reports at your disposal.

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' screen in the Workday My Team application. At the top, it displays organizational assignments: Cost Center: 33100 Global Support - North America, Division: CPG, Location: Chicago, and Region: US - Central. Below this, the 'One-Time Payment Plan' section shows a plan named 'Project Bonus'. The 'Scheduled Payment Date' is set to 02/10/2025, and the payment will be made on 02/14/2025. The 'Amount' is listed as 1,000.00, and the 'Currency' is USD. A checkbox for 'Send to Payroll' is checked. The interface includes standard Workday navigation buttons like back and forward.

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.