

Quick Reference Guide: *Academic One-Time Payments Initiated by Non-Primary Org*

Keep in mind

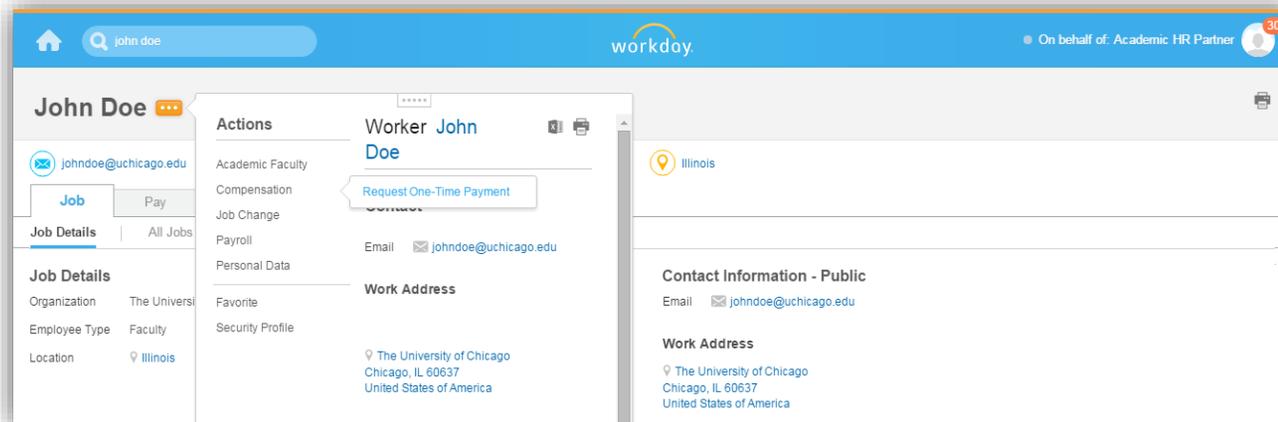
- While you can initiate a One-Time Payment for Academics whose position sits in a supervisory organization outside of those you are responsible for, the business process will route through the Primary department's Academic HR Partner and Budget Partner for approval prior to reaching the Provost's Office.
- It is important that all the necessary information required for the Provost's Office to approve be included in the "Additional Information" section and/or attached at the initiation step of the One-Time Payment business process.

Information Needed

- FAS Account and Subaccount that the payment will need to be charged to. If it is not included, the payment will be charged to the primary departments accounts
- Any documentation and rationale for the one-time payment that will be required for the Provost's Office to approve.

Steps:

1. Navigate to the Academic worker's profile. Click on the related actions for the worker and hover over the "Compensation" menu option. Click on the "Request One-Time Payment" option.



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2. Select the appropriate effective date within the pay period that you would like the Academic employee to receive the One-Time Payment. **Note: Please make sure you select the “Academic Extra Service” One-Time Payment plan.**

Request One-Time Payment

In order to override the FAS Account and/or Sub Account that is currently assigned as the worker's costing allocation, type in the FAS Account typed in first, followed by the FAS Sub Account.

Please note: if the worker does not have a costing allocation assigned, the Worktag field must be completed.

When a one-time payment needs to be processed as an on-demand payment, please indicate the following in Workday:

- a. The One-Time Payment Reason should be selected from the “One-Time Payment > On Demand Payment” category.
- b. The “Sent to Payroll” box should be unchecked.

Please indicate the FAS Account that will fund the on demand payment fee in the 'Additional Information' section if different from the FAS Account

Effective Date * 08/01/2015 

Employee * John Doe 

One-Time Payment Plan * Academic Extra Service 

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3. Enter the appropriate information in for the One-Time Payment.
- Note: You must always enter the FAS Account and Subaccount information in the “Worktags” section to ensure the payment is not charged to the home department’s accounts. Additionally, the appropriate justification and details surrounding the Academic Extra Service (additional duties performed, dates of extra service, etc.) must be entered into the “Additional Information” field.**

Effective Date * 08/01/2015

Employee Visibility Date 08/01/2015

Reason X Academic > Academic Extra Se...

Current Organizational Assignments

Location: Illinois

Payment Details

One-Time Payment Plan * Academic Extra Service

Amount * 5,000.00

Currency * USD

Worktags

search

X FAS Sub Account: 1019

X FAS Account: 273005

Send to Payroll

Additional Information

Extra service performed in the Department of Economic Sciences. Assisted faculty members in reviewing papers.

Dates of extra service: 7/1/2015 - 7/31/2015



If an On-Demand payment is required, you can follow the same process outlined in the March 18th, 2015 newsletter. You can access this information by visiting the Workday@UChicago Update Corner at the following link:

<https://workday.uchicago.edu/page/workday-update-corner>

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- The process will then route through the home department's Academic HR Partner and Budget Partner for approval prior to the final approval by the Provost's Office Academic Compensation Administrator before the payment is complete.



While you may not have access to the Worker History information on the Academic worker's profile, you can track the progress of the One-Time Payment by visiting the "Archives" tab in your Workday inbox, selecting the appropriate transaction and clicking on the Process tab.

The screenshot displays the Workday user interface. At the top, there is a blue navigation bar with a home icon, a search bar, the Workday logo, and the text "On behalf of: Academic HR Partner" next to a user profile icon with a "30" notification badge. Below the navigation bar is a grey header area with an "Inbox" icon and label. The main content area is divided into two sections. On the left is a sidebar with "Actions 30" and "Archive 998" buttons, a "Sort By: Newest" dropdown menu, and a "From Last 30 Days" filter. A list of transactions is shown, with the top item highlighted: "One-Time Payment: John Doe - Professor - Academic 9 Over 12 Pay - 901340" with a sub-item "2 minute(s) ago - Successfully Completed". On the right is a detailed view of the selected transaction, showing the title "One-Time Payment: John Doe - Professor - Academic 9 Over 12 Pay - 901340" and the status "2 minute(s) ago - Successfully Completed" with a sub-note "You completed this item on 08/01/2015." Action icons for print, share, and refresh are visible in the top right of the detail view.