

Introduction

One-Time Payments are used to provide payment to an employee beyond their regular compensation. Examples include speaking at an event on campus, working on a short-term project, and temporarily taking on additional duties.

Activity Pay is used to provide payment to a faculty member beyond their regular compensation for a per-unit assignment, such as:

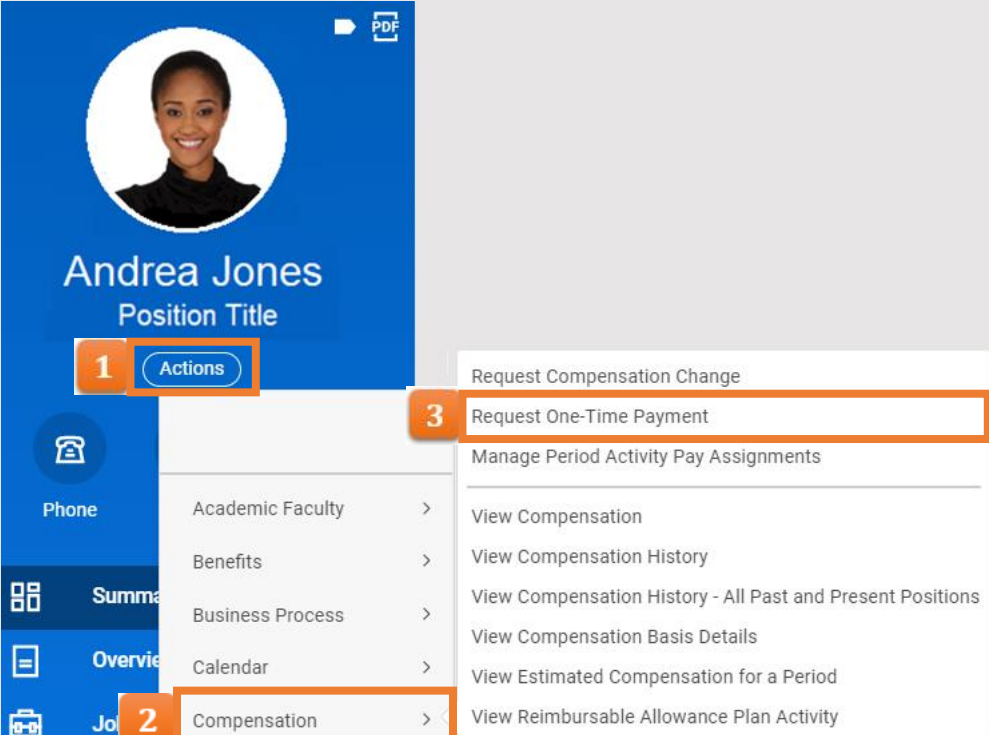
- Internship supervision (\$X per internship supervised)
- Travel for university business (\$X per day traveled)
- Overload (\$X per course in addition to the standard course load)

Activity pay is also used exclusively to pay adjunct professors.

Note that there are a number of categories for both types of payment that are not listed here. If you are not sure which category to choose, contact us at hr@willamette.edu for assistance. Additionally, if you are seeking to have a person not already employed at Willamette do work and you are unsure if the person should be provided one-time payment or hired as an employee, please also contact Human Resources for guidance.

Requesting a One-Time Payment

1. From the employee's profile, select **Actions**, then **Compensation**, and then **Request One-Time Payment**.



The screenshot shows the Workday interface for an employee profile. The profile card for Andrea Jones is visible, with the 'Actions' button highlighted with a red box and the number '1'. A dropdown menu is open from 'Actions', with 'Compensation' highlighted with a red box and the number '2'. A second dropdown menu is open from 'Compensation', with 'Request One-Time Payment' highlighted with a red box and the number '3'. Other options in the 'Compensation' dropdown include 'Request Compensation Change', 'Manage Period Activity Pay Assignments', 'View Compensation', 'View Compensation History', 'View Compensation History - All Past and Present Positions', 'View Compensation Basis Details', 'View Estimated Compensation for a Period', and 'View Reimbursable Allowance Plan Activity'.

2. Enter the effective date of the payment, then click **OK**.

You are led to the One-Time Payment Summary form. Click the pencil button to open of the form.

3. If desired, indicate when the employee can see this change in Workday. Setting a date later than the effective date allows you time to inform the employee of the pay in advance of their ability to see it.

4. Move down to the next section of the form and click **Add** under One-Time Payment.

5. A form will appear. Click in the **One-Time Payment Plan** field and select the applicable One-Time Payment category.

Contact Human Resources if you are not sure what category of payment should be used.

6. After choosing the one-time-payment category, more fields will open. The Scheduled Payment Date will default to the Effective Date chosen earlier. Note that the payment will actually be made on the next scheduled pay date. In this example, I changed the Schedule Pay Date to reflect this.

Note that in order for the payment to be included on the next paycheck, the payment request must be submitted **and** approved by the 20th of the month for salaried employees or the Monday before payday for hourly employees.

Enter the dollar amount of the one-time payment.

The cost center and fund will default to the home department of the employee. If the expense resides elsewhere, enter the applicable cost center and fund here. If the expense falls within a specific ongoing project, this information can be selected from the Project – WU field.

One-Time Payment

Organizational Assignments

Cost Center: 60507 Human Resources

Fund: 10

Location: Portland Campus

One-Time Payment Plan *

x
Honorarium
...
☰

↶ ✓

Scheduled Payment Date *

01/31/2024
📅

Based on the specified date the payment will be paid: 01/31/2024.

Payment Details
(empty)

Amount *

500.00

Currency *

x
USD
...
☰

Send to Payroll

Additional Information

> **Supporting Information**

Cost Center

x
☰

Fund

x
☰

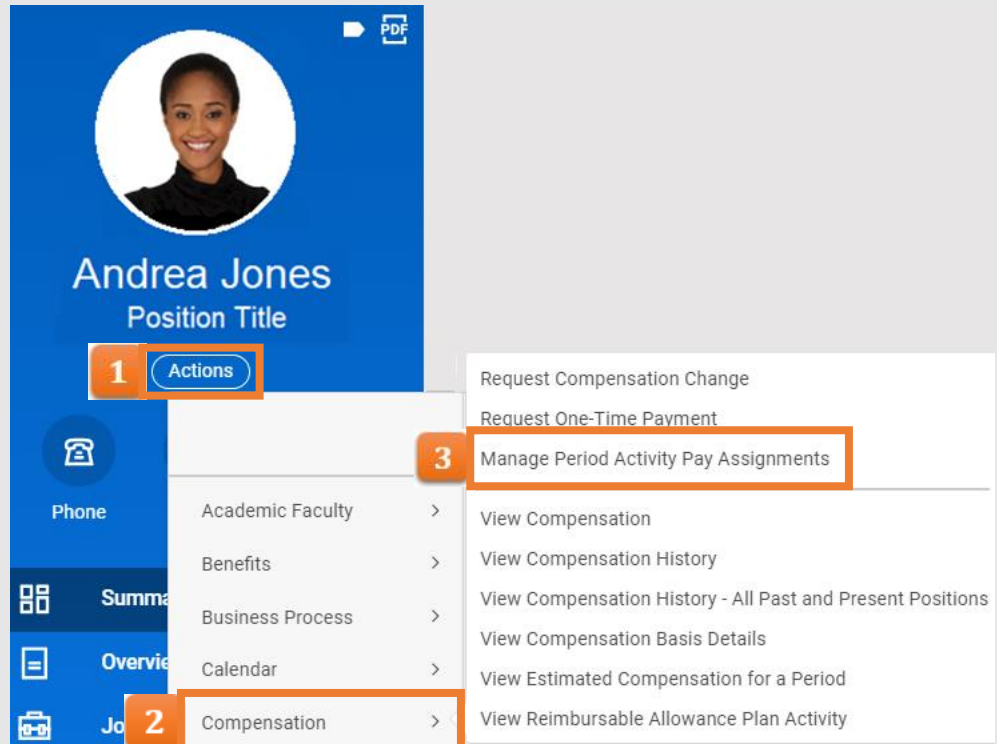
Project - WU

x
☰

7. Click Submit to send the request to Human Resources for review and approval, and then to the manager or department head for approval to complete the process.

Establishing and Adjusting Activity Pay

- From the employee's profile, click the **Actions** button, then select **Compensation**, and then **Manage Period Activity Pay Assignments**.



- There are three sections to fill in on this page.
Employee Selection: Today's date and the employee's name are filled in automatically.

Assignment Details: Select the academic period that best applies to their assignment. Make sure the start date of the assignment is captured within the period selected. The periods are broken down by academic year.

After entering the Academic Period, the Period Activity Rate Matrix will populate with Willamette Activity Matrix.

Quick Entry Choices: You can leave this blank. If you fill it in, the information entered will transfer to the next screen, pre-filling the activity and date sections.

Click **OK** when done.

Manage Period Activity Pay Assignments

Employee Selection

Effective Date * 01/11/2024

Employee *

Assignment Details

Academic Period *

Period Activity Rate Matrix *

Quick Entry Choices

All Activities

Start Date

End Date

3. The form below will appear. Each required section will be explained in the directions that follow.

Manage Period Activity Pay Assignments

Position **Andrea Jones - Job Title**

Academic Period * 2023-2024 (08/01/2023-07/31/2024)

Rate Matrix Willamette Activity Matrix

Reason *

1 item

+ *	*Activity	*Activity Dates	*Units	*Compensation	Payments
	Activity * <input type="text"/> Task <input type="text"/> Comment <input type="text"/>	Start Date * <input type="text"/> End Date * <input type="text"/> Use as Payment Date Range <input type="checkbox"/> Weeks in Activity Period 0.00	Unit Type Quantity * <input type="text" value="0"/> Default Quantity 0 Assigned Unit Rate * <input type="text" value="0.00"/> Default Unit Rate 0.00	Total Amount * <input type="text" value="0.00"/> Currency USD USD Costing Overrides <input type="text" value="0"/>	Start Date <input type="text"/> End Date <input type="text"/> Do Not Pay <input type="checkbox"/> Remaining Balance 0.00

4. Click in the Reason field. Select **Period Activity > Add Activity Pay**. Select a category from the list. In this example, we are using **New Assignment**.

Rate Matrix Willamette Activity Matrix

Reason *

1 item

Search

Period Activity > Add Activity Pay >

Period Activity > End Activity Pay with Ending Job >

Period Activity > Update Activity Pay >

→

Search

← Period Activity > Add Activity Pay

Period Activity > Add Activity Pay > Faculty Summer Salary

Period Activity > Add Activity Pay > HR Only

Period Activity > Add Activity Pay > New Assignment

Period Activity > Add Activity Pay > Reappointment

5. **Activity Column:** Select the appropriate activity from the list. The Task and Comment fields may be left blank. Notes:

- Many of the reasons will automatically enter a preset dollar amount in the unit column. The COS and PNCA Adjunct Categories do not.
- The Non-teaching category opens a sub-menu with additional choices.
- Contact HR if you are unsure which category to choose.

By Category >

All Activities >

Search

→

← By Category

1 - CAS Adjunct >

2 - AGSM Adjunct >

3 - LAW Adjunct >

4 - Overload >

5 - Non-Teaching >


6 - COS Adjunct >

7 - PNCA Adjunct >


6. Activity Dates Column: Enter the start and end date of the appointment. Check the Use as Payment Date Range box if you would like the total payment amount to be split across this date range.

***Activity Dates**

Start Date *

01/08/2024 

End Date *

05/21/2024 

Use as Payment Date Range

Weeks in Activity Period

19.29

7. Units Column: As previously mentioned the Unit Type and Assigned Unit Rate fields may already be filled in based on the Activity selected earlier. This rate may be changed if needed. Enter the quantity based on the number of activities (for example. number of courses to be taught).

***Units**

Unit Type

Course Credits

Quantity *

2

Default Quantity

0

Assigned Unit Rate *

1,000.00

Default Unit Rate

1,000.00

8. Compensation Column: Compensation: The Total Amount will pre-fill based on the selections in the Units field and does not need to be changed (this field is directly tied to the Units field and each will update the others when changed).

Costing Overrides: The cost center and fund will default to those of the employee’s standard wages. To override this default, or to split the amount between multiple cost centers, click on the **0** button.

***Compensation**

Total Amount *

2,000.00

Currency

USD


Costing Overrides

0


9. Payments Column: The start and end date ranges will pre-fill based on the activity dates previously selected, automatically dividing the total amount into monthly payments; the Do Not Pay box may be checked if the activity pay is no longer needed (for example, you set it up in advance but the course was cancelled).

Payments

Start Date

01/08/2024 

End Date

05/21/2024 

Do Not Pay


Customize 5 Payments

Customized

Remaining Balance

2,000.00

Paid to Date

10. Click . The request will be forwarded to the fiscal officer, department head, and manager’s manager for approval