

### Compensation or One-Time Payment?

Before Workday, departments sent paper forms to AgriLife Payroll for data entry. The forms included Supplements for employee's extra pay not considered part of their base annual salary, Awards to Faculty, Staff, or Student Workers, and Withholding on Non-Salary Compensation items. In Workday, HR contacts in the department initiate business processes to pay employees for these payments. How do you know if the extra pay is a one-time payment or part of compensation? Here is the basic guide that clarifies what business process to use:

#### Compensation

Allowances, stipends, temporary and salary enhancement pay would be added to an employee's salary. Use the Request Compensation Change business process. Listed below are a few of the most commonly used compensation changes; the full list is available in the drop-down menu of the business process:

- **Cell Phone Service**
- **Department Head Stipend**
- **Distinguished Chair Stipend**
- **Housing Allowance**
- **Salary Enhancement Pay**
- **Temporary / Interim Increase**

#### One-Time Payment

Payments for extra work outside of the scope of an employee's primary job duties and Awards to Faculty, Staff or Student Worker are processed in Workday using the Request One-Time Payment business process. Listed below are a few of the most commonly used one-time payments; the full list is available in the drop-down menu of the business process.

- **Cash award**
- **Cash Award – grossed up**
- **Extra Pay Outside Regular Job Duty** (*completed and signed AG 519 required, attach to one-time payment request*)
- **Fellowship / Teaching Awards**
- **Fellowship / Teaching Awards – grossed up**
- **Relocation Allowance** (*completed and signed AG 516 required, drop in work in progress – payroll*)
- **Salary Supplement – Teaching** (non-faculty teaching)
- **Teaching in Excess of 100% (Faculty)** (*memo required, drop in work in progress – payroll*)
- **Communication Equipment Allowance** (*AG 514 & copy of equipment receipt required, drop in work in progress – payroll*)

**\*Note:** Any choices that start with Emolument (EMOL) will tax the employee on the gross amount and net pay will be reduced, it will not pay the employee the amount of the one-time payment.

**Missed Salary or Hours** should never be processed using the Request One-Time Payment business process. There are no one-time payment plan components for this type of pay. Missed regular pay is calculated and processed by the Workday Retro process and paid to an employee on their next regularly scheduled payday (biweekly or monthly). However, the retro process will not catch Retro hires. Please contact AgriLife Payroll if you have any questions regarding regular pay.