

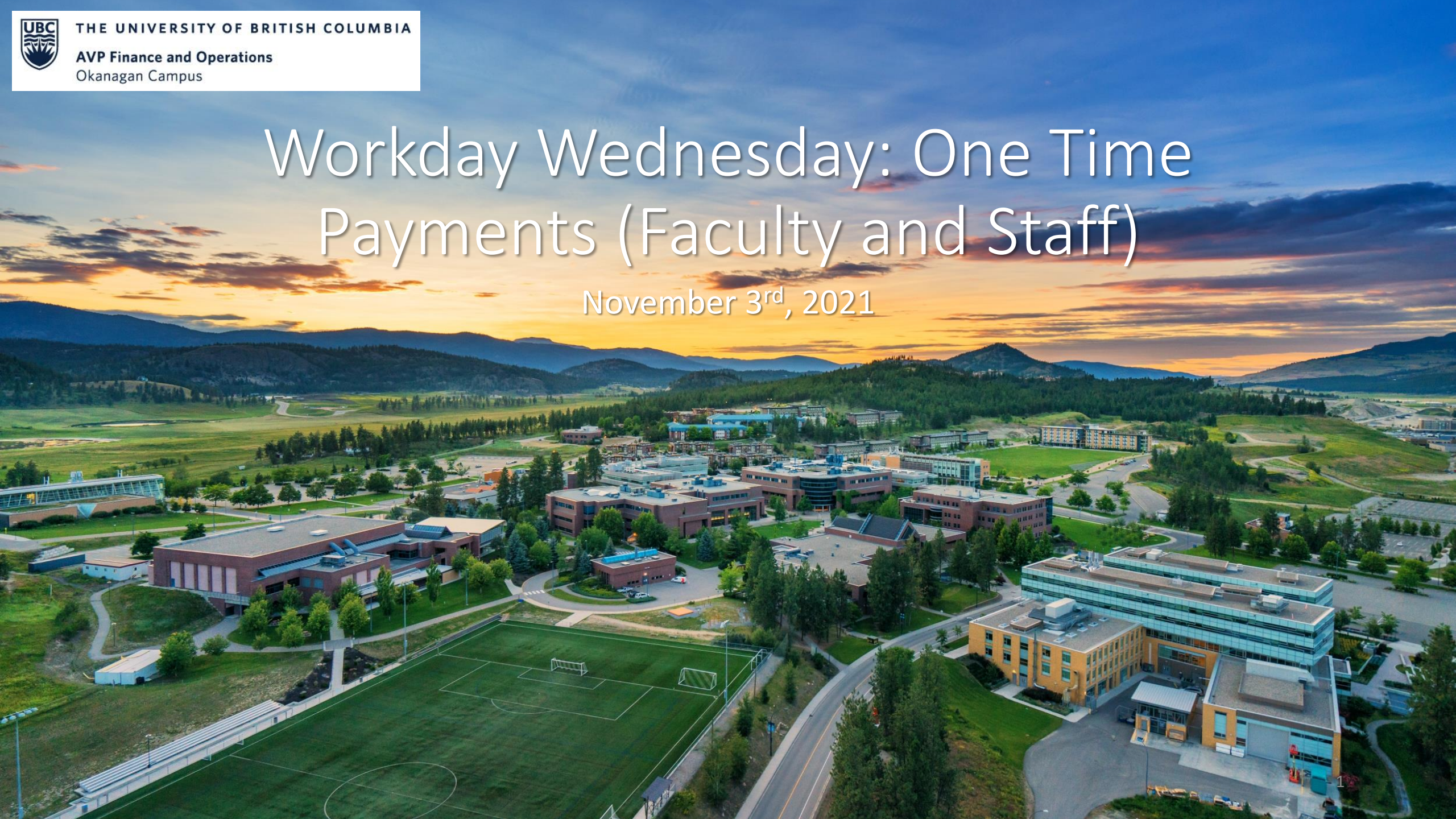


THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations  
Okanagan Campus

# Workday Wednesday: One Time Payments (Faculty and Staff)

November 3<sup>rd</sup>, 2021





# RESOURCES AVAILABLE

## Request One Time Payment

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=57eea5b01b8f709027278556cc4bcbac&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=57eea5b01b8f709027278556cc4bcbac&table=kb_knowledge)

## Review/Approve Request for One Time Payment

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=8144cb5b1bfdf4109068c992604bcbee&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=8144cb5b1bfdf4109068c992604bcbee&table=kb_knowledge)

## Student One Time Payment Presentation

- <https://isc.ubc.ca/sites/default/files/One-time%20payment%20Final.pdf>

## Request Compensation Change

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=4ad096971b82f010ba8f539f034bcb49&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=4ad096971b82f010ba8f539f034bcb49&table=kb_knowledge)

# AGENDA

- 1 | One Time Payment Scenarios
- 2 | Security Required to Request One Time Payments
- 3 | Request One Time Payment
- 4 | Review/Approve Request for One Time Payment
- 5 | Q+A



# ONE TIME PAYMENT SCENARIOS

# ONE TIME PAYMENT SCENARIOS



One Time Honoraria

Faculty Lump Sum

Merit awards submitted during Merit process

Other Awards/Prizes

SHHS Gratuities

Student One Time Payments (Incidental, Above and Beyond)



Change to Base Salary

Ongoing Honoraria

Compensation for hours worked within scope of current position

Paying supplier for goods/services rendered

# ONE TIME PAYMENT SCENARIOS

**In today's session, we will not be covering the process for Student One Time Payments. Please refer to the link below to access to August 10<sup>th</sup> ISC session on Student One Time Payments.**

## Student One-Time Payment

Integrated Service Centre (ISC)  
Central HR (VPHR)  
Graduate and Postdoctoral Studies  
Enrolment Services  
Financial Operations  
Treasury

*August 10<sup>th</sup>, 2021*

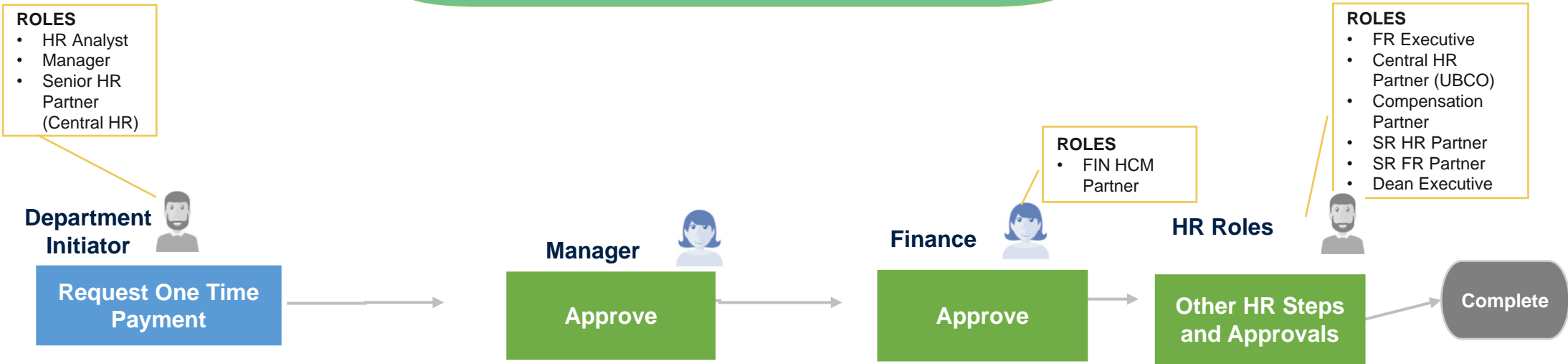


Student One Time Payment presentation can be found at <https://isc.ubc.ca/sites/default/files/One-time%20payment%20Final.pdf>



**SECURITY REQUIRED TO  
REQUEST ONE TIME  
PAYMENTS**

Request One Time Payment



Knowledge Required

- |  |   |   |   |
|--|---|---|---|
| <ul style="list-style-type: none"><li>• Reason for One Time Payment (e.g. honorarium, awards/prizes, etc).</li></ul> | <ul style="list-style-type: none"><li>• Awareness of why the one time payment is occurring.</li></ul> | <ul style="list-style-type: none"><li>• Budgeting requirements.</li></ul> | <ul style="list-style-type: none"><li>• Awareness of why the one time payment is occurring.</li></ul> |
|--|---|---|---|



# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

Department A HR Analyst or  
Manager

Can request  
One Time Payment for



Employee from Department A

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

School of Nursing



Anthony, a faculty member from the School of Nursing was a guest speaker for the [Department of Biology](#).

Department of Biology



Sue is the HR Analyst for the Department of Biology. She wants to request a One Time Payment for Anthony's services.

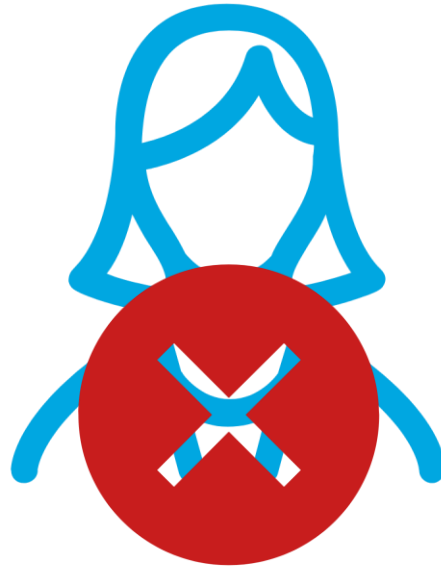
# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

School of Nursing



Anthony's home department/unit is the School of Nursing.

Department of Biology



Sue cannot initiate the One Time Payment because she is not the HR Analyst for the School of Nursing.

School of Nursing



Trish is the HR Analyst for the School of Nursing. Trish has the security required to request a One Time Payment for Anthony's services.

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

Department of Biology



Sue needs to contact Trish in order to request the One Time Payment for Anthony.

School of Nursing



Trish will need information from Sue in order to request the One Time Payment for Anthony.

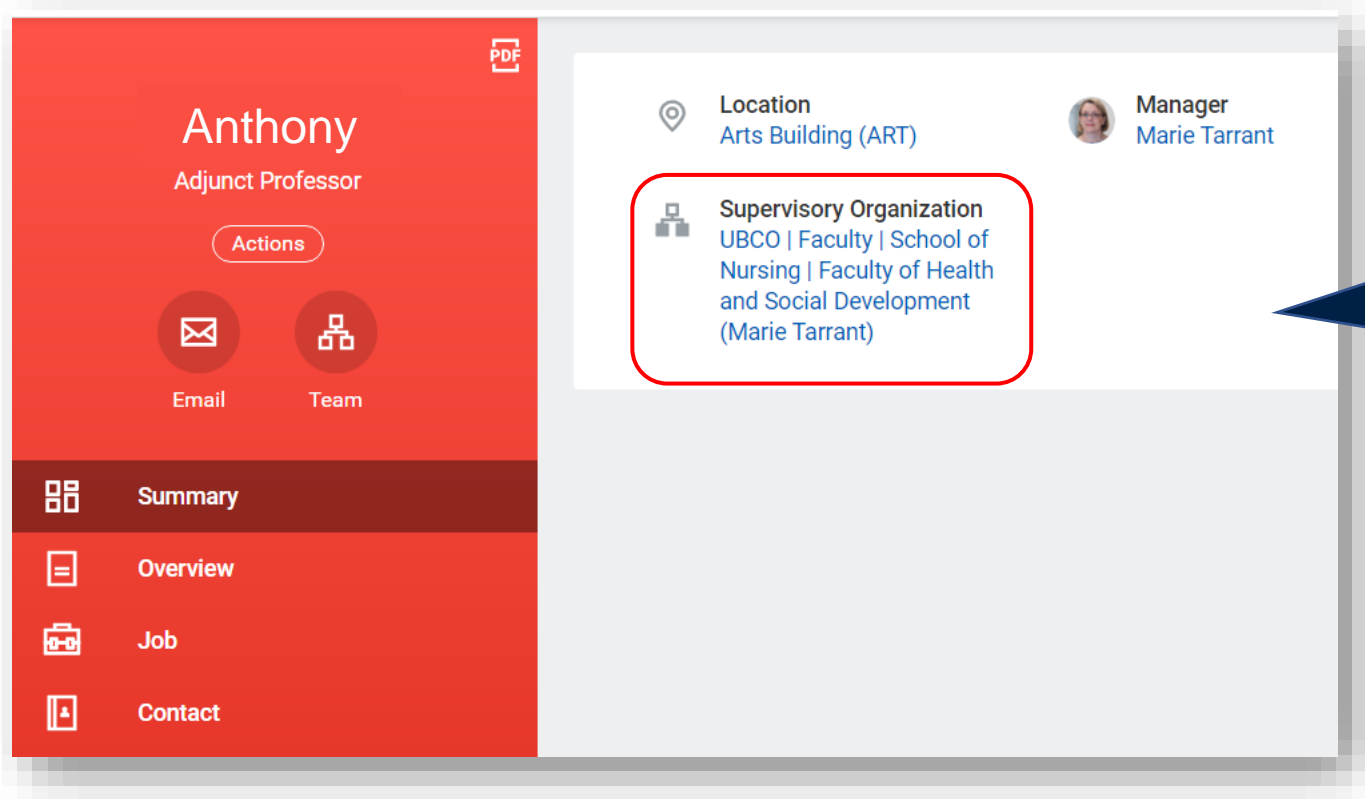
# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS



How does Sue know who to contact in Anthony's department/unit in order to request the One Time Payment? What steps does Sue need to take in order to know she needs to contact Trish?



# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS



Sue will need to go to Anthony's employee profile in Workday and click on his home Sup Org

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

UBCO | Faculty | School of Nursing | Faculty of Health and Social Development (Marie Tarrant) 

TypeSupervisorySuperior Organization

UBCO | Leadership | Dean's Office | Faculty of Health and Social Development (Gordon James Binsted)

Organization IDS013774Subordinates (first 5)

UBCO | Clinical Teaching | Epp | School of Nursing | Faculty of Health and Social Development (Jacqueline Denison, Sheila Epp)

UBCO | Research | Bottorff | School of Nursing | Faculty of Health and Social Development (Joan Bottorff)

UBCO | Research | Caxaj | School of Nursing | Faculty of Health and Social Development (Claudia Caxaj)

UBCO | Research | Keys | School of Nursing | Faculty of Health and Social Development (Elizabeth Keys)

UBCO | Research | Kurtz | School of Nursing | Faculty of Health and Social Development (Donna Kurtz)

DetailsMembersRolesSecurity GroupsOrganization Assignments

Then, click on the **Roles** tab

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

UBCO | Faculty | School of Nursing | Faculty of Health and Social Development

Type

↑ Sort Ascending

↓ Sort Descending

Filter Condition \*

is

Value \*

× HR Analyst (Supervisory)

Filter

Organization Assignments

Assignable Role	Assigned To
UBCO   Leadership   Dean's Office   Faculty of Health and Social Development	
5) UBCO   Clinical Teaching   Epp   School of Nursing	
UBCO   Research   Bottorff   School of Nursing	
UBCO   Research   Caxaj   School of Nursing	
UBCO   Research   Keys   School of Nursing	
UBCO   Research   Kurtz   School of Nursing	

From there, click on the 'Assignable Role' column and filter the value to HR Analyst. Click Filter.

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

7 of 105 items

Assignable Role	Assigned To
HR Analyst (Supervisory)	Trish

Sue can see Trish is the HR Analyst for Anthony's Sup Org and can proceed with contacting her about the One Time Payment.



It is common for there to be multiple HR Analysts assigned to a Sup Org. Use your discretion in determining who to contact.

# SECURITY REQUIRED TO REQUEST ONE TIME PAYMENTS

Department of Biology



Sue provides Trish with the necessary information to initiate the One Time Payment for Anthony.

School of Nursing



Using the information provided, Trish can proceed with requesting the One Time Payment.

## ***Information required:***

- ✓ Anthony's name
- ✓ Amount
- ✓ Date
- ✓ Worktag to charge
  - This could be a program, grant, project, etc.
  - Do not charge to the Cost Center





**REQUEST ONE TIME  
PAYMENT**

# REQUEST ONE TIME PAYMENT

Changing base salary or initiating ongoing honoraria? Stop here and instead...

[Request  
Compensation  
Change](#)

# REQUEST ONE TIME PAYMENT



# REQUEST ONE TIME PAYMENT

## Request One-Time Payment

"Scheduled Payment Date" is the requested future regular payday for the payment. Please leave sufficient time for approvals to meet payroll deadlines.

**IMPORTANT:** Scheduled Payment Date must be an upcoming payday with sufficient time for approvals.

(e.g.) Trish is completing the Request One Time Payment task on November 26<sup>th</sup>. She selects December 15<sup>th</sup> as the Scheduled Payment Date, not November 30<sup>th</sup>.

### One-Time Payment Plan \*

× Honorarium



### Scheduled Payment Date \*

2021-12-15



### Amount \*

500.00

### Currency \*

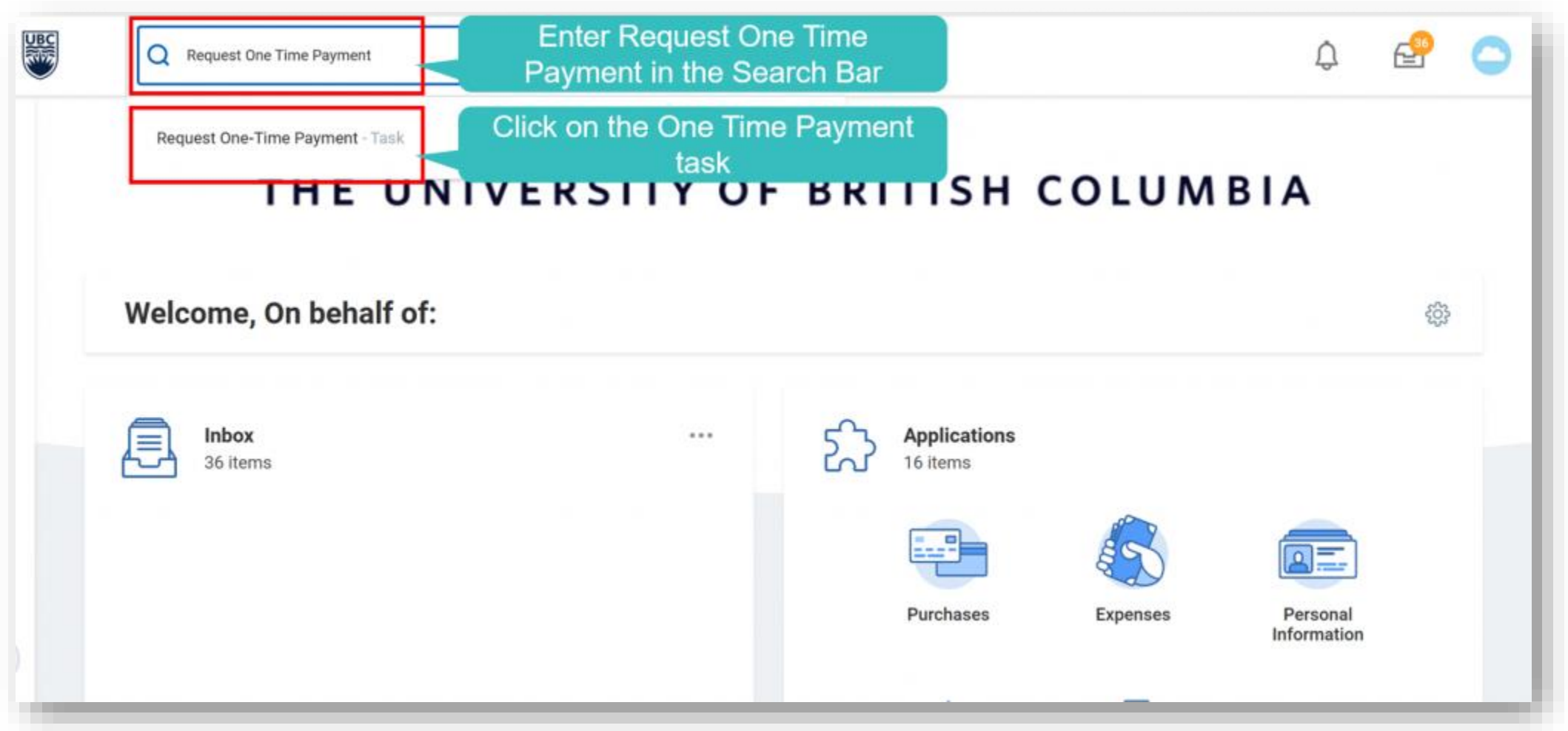
× CAD ...



### Send to Payroll



# REQUEST ONE TIME PAYMENT





# REQUEST ONE TIME PAYMENT

Click Employee's Related Actions > Compensation > Request One-Time Payment

**Actions**

- Academic Faculty >
- Benefits >
- Business Asset >
- Business Process >
- Calendar >
- Committee Membership >
- Compensation** >
- Job Change >
- Manage Work >
- Organization >
- Payment >
- Payroll >

**Request Compensation Change**

- Request One-Time Payment**
- View Compensation
- View Compensation History
- View Compensation History - All Past and Present Positions
- View Compensation Basis Details
- View Estimated Compensation for a Period
- View Reimbursable Allowance Plan Activity
- View Total Rewards

**Job**

- Organization
- Business Title
- Manager

**Job Details**

Employee ID

Job Family

Employee Type: Term (Fixed Term)

Time Type: Part time

FTE: 100.00%

Location: University Centre

Hire Date: 2019-08-19

Original Hire Date: 2015-10-20


Continuous Service Date: 2019-08-19




End Employment Date: 2021-05-01

Length of Service: 0 year(s), 8 month(s), 14 day(s)

# REQUEST ONE TIME PAYMENT

**Request One-Time Payment**

Effective Date \* 2020- 07 - 01  Enter Effective Date

Employee \*   ... 

Click OK

OK Cancel

If the employee has more than one position, you can select the position that is receiving the One Time Payment.

# REQUEST ONE TIME PAYMENT

## Request One-Time Payment

Actions

Actions

### One-Time Payment Summary

#### Summary

Effective Date \*

2020- 07 - 01

Employee Visibility Date

YYYY- MM - DD

Reason

× One-Time Payment > Staff  
Honorary - Work "Above and  
Beyond"

Select reason for  
the One-Time  
Payment

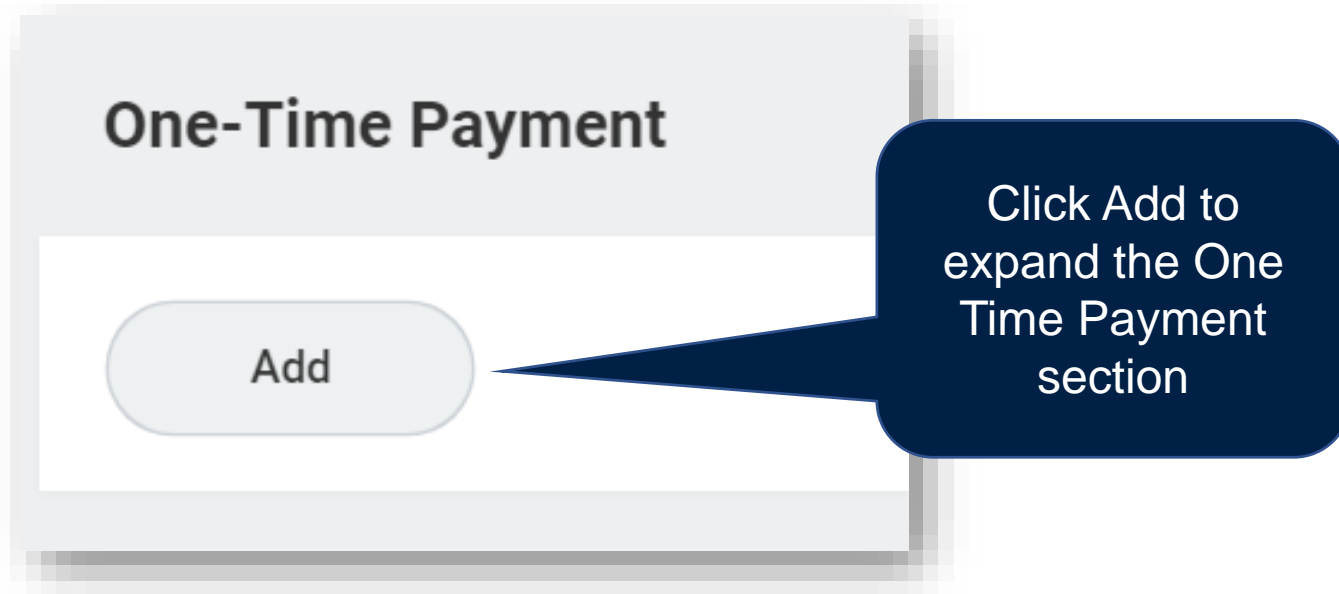
Total Amount Requested

0.00 CAD

An Employee Visibility Date can be chosen if you would prefer that the employee can only see the compensation change when the change has taken effect. If left blank, the change will show on the employee's record as soon as it is complete. This field only affects when the employee can start seeing the compensation change on their record

Make sure your 'Reason' and 'One Time  
Payment Plan' match

# REQUEST ONE TIME PAYMENT



# REQUEST ONE TIME PAYMENT

One-Time Payment Plan \*

× Honorarium



Select type of One Time Payment (should match the Reason)

Scheduled Payment Date \*

2021-12-15



Select future payday

Amount \*

500.00

Enter amount

Currency \*

× CAD ...



Send to Payroll



# REQUEST ONE TIME PAYMENT

Program

Grant

Project

Gift

Cost Center

Additional Worktags

Enter  
Program/Grant  
etc. where One  
Time Payment is  
to be charged

Cost Center will  
auto-populate based  
on Program/Grant  
etc. Do not change.

Gift  
Initiatives/Activities  
can be found under  
Additional Worktags

# REQUEST ONE TIME PAYMENT

Additional Information

Enter the purpose for the One Time Payment and any other relevant information approvers will need to know.

Click  
Submit

Submit

Save for Later

Cancel

***Honoraria for staff will have additional approvals by the Compensation Partner (HR) if:***

- the proposed amount is over \$5,000
- the 12-month cumulative amount is over \$5,000
- the reason is Merit
- the honorarium is for a Senior Executive



**REVIEW/APPROVE  
REQUEST FOR ONE TIME  
PAYMENT**



# REVIEW/APPROVE REQUEST FOR ONE TIME PAYMENT

Review

One-Time Payment: [redacted] [redacted] [redacted] [redacted] Actions

56 second(s) ago - Due 2020-05-26; Effective 2020-07-01

For

P000064065 Sound Designer - [redacted]

Overall Process

One-Time Payment: [redacted] - P000064065 Sound Designer

Overall Status

In Progress

Due Date

2020-05-28

Details to Review

One-Time Payment

Employee

Position

P000064065 Sound Designer

Effective Date

2020-07-01

Employee Visibility Date

(empty)

Reason

One-Time Payment > Staff Honorarium - Work 'Above and Beyond'

Payment Details

1 item


Plan Type	Plan	Amount	Currency	Scheduled Payment Date	Compensation Element	Send to Payroll	Worktags	Supporting Information
One-Time Payment	Honorarium	100.00	CAD	2020-07-01	Honorarium	<input checked="" type="checkbox"/>		<div>Supporting Information</div> <div>Gross Up</div> <div><input type="checkbox"/></div> <div>Currency</div> <div>CAD</div> <div>Target Amount</div> <div>0.00</div> <div>Target Currency</div> <div>CAD</div> <div>Recommended Minimum</div> <div>0.00</div> <div>Recommended Maximum</div> <div>0.00</div>

<

>

>

Bonus & One-Time Payment History



enter your comment

Process History

Approve

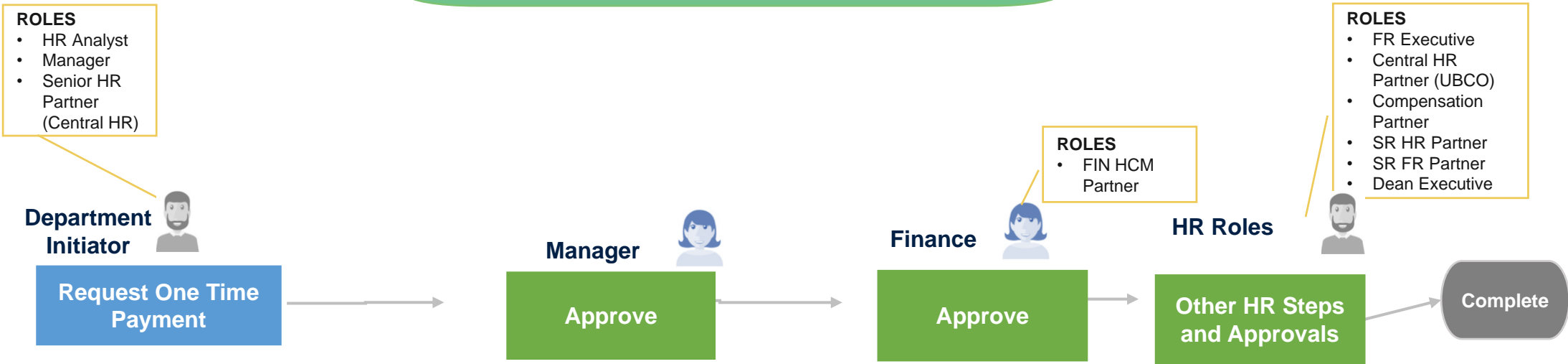
Send Back

Add Approvers

...

Select appropriate option

Request One Time Payment



Knowledge Required

- Reason for One Time Payment (e.g. honorarium, awards/prizes, etc).
- Awareness of why the one time payment is occurring.
- Budgeting requirements.
- Awareness of why the one time payment is occurring.





**Next Workday Wednesday:** November 10<sup>th</sup> from 10:00 –  
11:00am

**Topic:** Reading the Ledger Summary Report

[Registration link](#)

