One-Time Payments

Pay Components allowed at this time:

- Employee Award
- Employee Award - Grossed Up
- Excess of 100% Non-Teaching
- Extra Pay - Faculty Position Less Than 100%
- Extra Pay Outside Regular Job Duty
- Continuing Education
- Fellowship/Teaching Awards
- Fellowship/Teaching Awards - Grossed Up
- One-Time Merit Payment
- Salary Supplement - Teaching
- Teaching in Excess of 100%

Things to Consider when processing One-Time Payments:

- One-time payments pay on employee’s normal payroll cycle. BW pays on biweekly and MO pays on monthly. We cannot change the pay cycle on one-time payments. It will pay on the first regular payroll cycle upon completion of routing. Consider the routing process and time it takes to complete routing through everyone.

- Also think about the date you’re entering for the payment - is it a future payroll or could it be retro? If retro and retro has already initialized, the payment will not process until the next pay cycle.

- All will still require the same approvals. Nothing has changed with regards to approvals, policies, or backup documentation. Please attach necessary approvals/backup documents.

- If all goes well with this first round of one-time payments, we will consider other types. At this point in time, all other types will be sent back or denied.

- Emoluments/Requests for tax withholding on non-salary items will NOT be allowed at this time. DO NOT follow TAMU’s Workday instructions - instead, continue to submit paper forms until further notice.

- Currently, one-time payments will only accept one funding source.

- Effective 3/9/19, with the Workday 32 release, one-time payments will allow projects (example: if paying from TTI or TEEX funds)

- Funding sources must be entered on one-time payments OR a note must be included stating that a cost allocation has been submitted for worker, position, earning (one-time pymt).

- If you make an error on the funding source in a one-time payment, you cannot override it with a worker, position, earning cost allocation. You will have to rescind and re-enter the one-time payment if it has already completed the approval process.

- We will not approve one-time payments on clearing accounts.

- One-time payments do not route through SRS when on research funds so expect delays if you have entered a research account as we will obtain their approval prior to forwarding through the routing path.

4/1/2019