

One-Time Payments

Pay Components allowed at this time:

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

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 and based on the effective date input on the business process. 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.**
- At this point in time, all other types of one-time payments submitted 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.
- 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 if an approval is not attached.