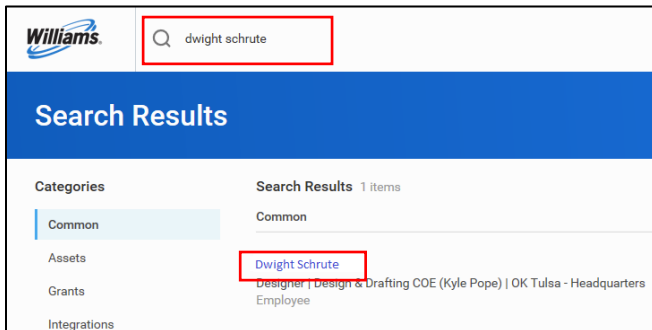


One-Time Payment (Spot and Champion Awards)

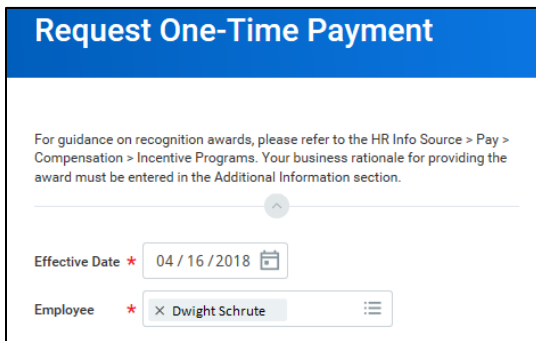
Initiate One-Time Payment


In the case of a Spot or Champion Award, a one-time payment needs to be granted. The immediate manager must initiate a Spot Award while a Champion Award can be initiated by either the employee’s HR Business Partner or their manager. To nominate someone outside of your supervisory organization, work with the employee’s HRBP or manager. In the case of multiple Champion Awards that span different Operating or Functional areas, work with your HRBP to coordinate.

1. To get started, first search for the employee you wish to grant the one-time payment to.



2. Using related actions, click **Compensation**, then **Request One-Time Payment**.
3. Enter the **Effective Date** (for Champion Awards best practice is to align with the next pay period) and verify the **Employee** (the recipient of the one-time payment).

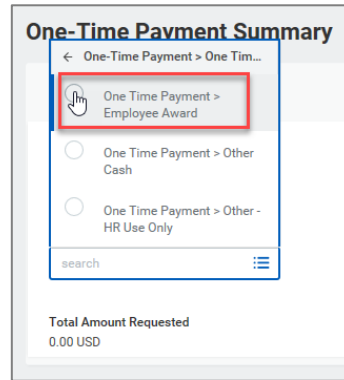
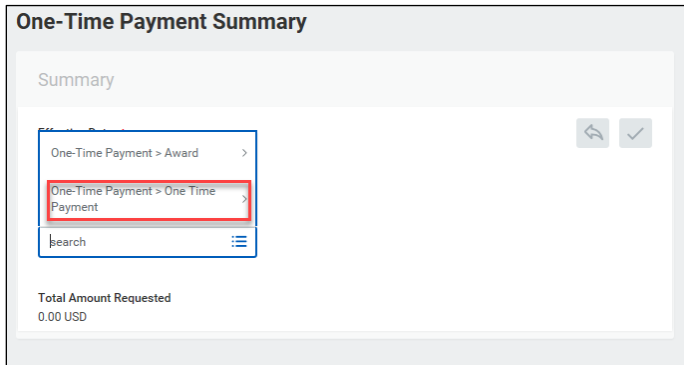


4. Click **OK** to continue.
5. On the next screen, you will see a pop-up box in the top right corner that displays previous Spot Awards or Champion Awards that the employee has received year-to-date. You should check eligibility **prior** to submitting the award recommendation. The HR & Payroll Service Center will also validate eligibility of Spot Awards. You may click  to close this pop-up.



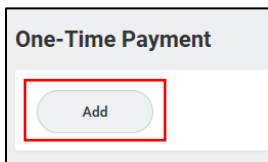
Note: **Spot Awards** can be equal to \$50, \$75, or \$100 only and are **limited to 2 awards per year**. A **Champion Award** must be between \$250 and \$10,000 with an annual maximum of \$10,000. In the case of a Champion Award, consult with your HRBP for guidance

- Click in the **One-Time Payment Summary** to make it editable and select **One-Time Payment>One Time Payment** and then select **One-Time Payment > Employee Award**. You do not indicate the type (Spot or Champion) or the amount here.

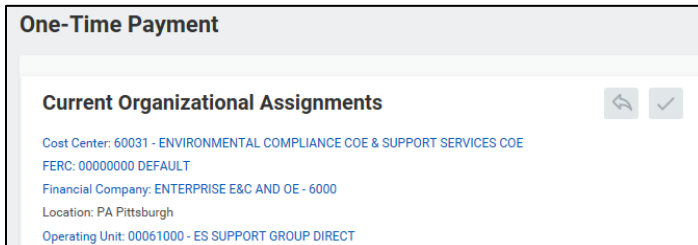


- Click to save your response.

- Under **One-Time Payment**, click **Add**.

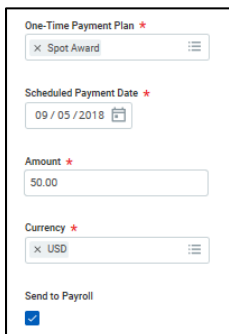


- Note that Workday will load the **Current Organizational Assignments**. Verify that these are accurate before proceeding.



- Select the **One-Time Payment Plan** by clicking the drop-down, opening **All Plans**, and selecting the appropriate plan.

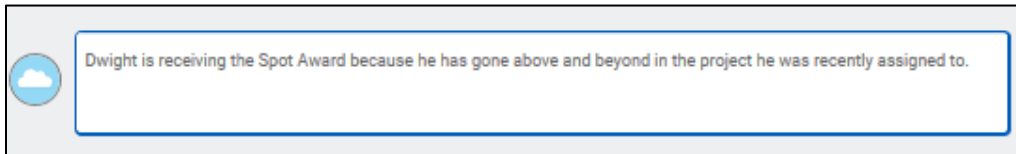
- Select the **Scheduled Payment Date** and enter the **Amount**. The appropriate **Currency** and the checkbox for **Send to Payroll** default.



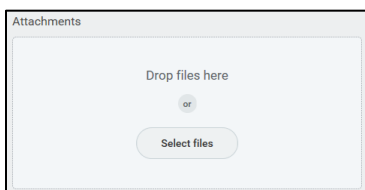
Note: **Spot Awards** can be equal to \$50, \$75, or \$100 only and are **limited to 2 awards per year**. A **Champion Award** must be between \$250 and \$10,000 with an annual maximum of \$10,000. In the case of a Champion Award, consult with your HRBP for guidance.

Champion Awards

12. In the **Additional Information** field, provide the business rationale for the award. Although there is no asterisk, **this is a required field**. You will receive an error if you do not complete the **Additional Information** field.



13. **For Champion Awards only:** If available and/or required, add supporting documentation using the **Attachments** field. Do not add an attachment to Spot Award requests.



14. Click **Submit**, then **Done** to submit the one-time payment for approval. Champion Awards will be approved by the appropriate HRBP, Compensation Partner, HRBP Director, and Management Chain up to the EOT per the DOA.
15. For a **Champion Award** there is **one important additional step**. Once approved, Workday will generate a letter confirming the Champion Award. Managers will receive a notification of the letter first, alerting them to inform the employee of their upcoming award.
- Your acknowledgment that you have informed the employee will prompt Payroll to process the award. You will find this step in your Workday **Inbox**.
 - Your employee will receive a letter confirming the amount and date of payment. Managers can still create a certificate outside of Workday using a form provided by their HRBP.
 - [HRBPs can find the certificate using the following path: HR Department Toolkit > Compensation > Champion Awards Certificate]

Spot Awards

16. In the case of a **Spot Award**, no additional approvals are necessary—the award information will be sent immediately to payroll to coordinate the award with our vendor after validation that the employee has not reached their year-to-date maximum.
- The HR & Payroll Service Center will validate eligibility of Spot Awards and will approve or send the award back if the employee has reached their maximum award amount for the calendar year. The HR and Payroll Service Center will confirm with the leader via a notification in Workday that award has been submitted and when the employee should expect the award. Managers should communicate to employees that they have been recognized with a Spot Award.

- The employee will receive an email award notification from the 3rd party vendor, and you will be on copy – no Workday notification of the award will be generated.

Confirming One-Time Payments

- To view the status of One-time Payments navigate to the employee, select **Related Actions > Compensation History > One-Time Payments** then **View Details > Process**.
 - You can also view One-Time Payment history details by supervisory organization in an easy report. Search: **Comp – One-Time Payment History**

Delegate to HR Coordinator – Spot Awards

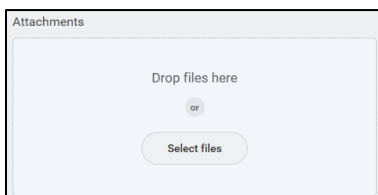
Alternatively, you can work with your HR Coordinator to initiate the one-time payment. Typically, you would leverage the HR Coordinator assigned to your Team; however, all HR Coordinators have access to initiate one-time payments. If you do not know who your assigned Coordinator is, check with our HRBP.

1. To delegate to your HR Coordinator, send an email that includes the amount of the award and the business rationale.
2. At this point, the HR Coordinator enters the Spot Award for the employee, as noted above. In this case, they must add the business rationale in the **Additional Information** section.



A screenshot of a text input field for 'Additional Information'. The text inside the field reads: 'Dwight is receiving the Spot Award because he has gone above and beyond in the project he was recently assigned to.' There is a small blue circular icon with a white cloud on the left side of the field.

3. Using the **Attachments** field, the HR Coordinator should attach the email from the manager, instructing them to initiate the Spot Award.



A screenshot of the 'Attachments' field. It shows a light blue box with the text 'Drop files here' and a small 'or' icon below it. At the bottom of the box is a button labeled 'Select files'.

4. Once submitted, the manager will be instructed to approve the request before being sent to Payroll.
5. The HR & Payroll Service Center will validate eligibility of Spot Awards and will approve or send the award back if the employee has reached their maximum award amount for the calendar year.
6. To view the status of One-time Payments, navigate to the employee, select **Actions > Compensation History > One-Time Payments** then **View Details > Process**. Here you will see process steps and comments entered by HR & Payroll Service Center.