

# ONE-TIME PAY

The **ONE-TIME PAY PROCESS** is the method to add a flat dollar amount payment for staff and academic employees to be processed in a specific pay period. Transactional Units will have the opportunity to submit one-time payments for employees within their Accountability Structures. The process begins when a department initiator in a Transactional Unit submits a one-time payment transaction for an employee in UCPATH. The process ends when all Payroll processes have been completed for the applicable pay period and the employee receives the payment on their paycheck.

## ROLES FOR ONE-TIME PAYMENT

TRANSACTIONAL UNIT	TRANSACTIONAL UNIT AWE APPROVER	UCPATH CENTER	PAYROLL COORDINATION & ANALYSIS UNIT
<ul style="list-style-type: none"> <li>• Informed of the employee's one-time payment</li> <li>• Primary point of contact for managers and unit level leadership</li> <li>• Represent the needs of the individual business unit</li> <li>• Initiates the one-time payment transaction in UCPATH</li> <li>• Monitors Transaction Status and receives notifications from UCPATH</li> <li>• Notified of errors via queries/error logs</li> </ul>	<ul style="list-style-type: none"> <li>• UCPATH Approver for one-time payment transactions</li> <li>• Reviews supporting documentation attached to Generic Request in ServiceLink</li> <li>• Approves or denies onetime payment transactions submitted by Transactional Units</li> </ul>	<ul style="list-style-type: none"> <li>• Processes payroll for all locations on UCPATH system</li> <li>• Sends payroll queries/error logs to location points-of-contact</li> </ul>	<ul style="list-style-type: none"> <li>• Receives payroll queries/error logs from UCPC</li> <li>• Disseminates queries/error logs to Transactional Units (and SSCs as needed)</li> </ul>

## ONE-TIME PAYMENT MAP

Roadmap presents the most common business case.

