# 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

- Informed of the employee's one-time payment
- Primary point of contact for managers and unit level leadership
- Represent the needs of the individual business unit
- Initiates the one-time payment transaction in UCPath
- Monitors Transaction Status and receives notifications from **UCPath**
- Notified of errors via queries/error logs

## TRANSACTIONAL UNIT **AWE APPROVER**

- UCPath Approver for one-time payment transactions
- Reviews supporting documentation attached to Generic Request in ServiceLink
- Approves or denies onetime payment transactions submitted by Transactional Units

### UCPATH CENTER

- Processes payroll for all locations on UCPath system
- Sends payroll queries/error logs to location points-of-contact

## PAYROLL COORDINATION & ANALYSIS UNIT

- Receives payroll gueries/error logs from UCPC
- Disseminates queries/error logs to Transactional Units (and SSCs as needed)

# **ONE-TIME PAYMENT MAP**

Roadmap presents the most common business case.





The **Transactional Unit Initiator** is responsible for sending supporting documentaion to the transactional unit AWE approver via an agreed upon method.

The **Transactional Unit** accesses the One-Time Pay link in **Self Service Transaction Links** in UCPath (not through PayPath).

The **Transactional Unit** searches for employee information (within their accoutnability structure) and

selects the appropriate Earn Code.

level funding will be used for this transaction. If the FAU is provided, they will click "Override Chartfield" checkbox and enter all required FAU elements.

**If FAU is not provided**, they will

continue. Please note: Current Position-



The **Transactional Unit** Enters appropriate comments in Initiator Comments including date and method the supporting documentation was sent (ie. 3:51pm via SharePoint). date for the transaction.

Transactional Unit will enter the Pay Period End Date, earnings begin date, and earnings end

The **Transactional Unit Approver** receives email notification from UCPath to approve

The **Transactional Unit Approver** reviews transaction for accuracy and completeness and reviews supporting documentation via agreed upon method/tool and approves the request.





