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**EMPLOYEE SERVICES**

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## Entering a One-Time Payment

This guide teaches you how to enter one-time payments for employees. One-time payments are used to pay wages that are not part of an employee's regular appointment.

Note: The screen shots used in this guide may not be representative of your access.

**Files:**

 [Entering-One-Time-Pay.pdf](#)<sup>[1]</sup>

**Source URL:** <http://www.cu.edu/employee-services/policies/entering-one-time-payment>

**Links:**

[1] [http://www.cu.edu/sites/default/files/policies/docs/Entering-One-Time-Pay\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/Entering-One-Time-Pay_0.pdf)