### Overview
This guide provides instruction on entering 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.

### CREATE A BATCH

1. **Navigate to the Batch Header page**
   - Time Collection
   - Batches
   - Batch Header

2. **Header Control page displays**
   - Click **Add a New Value**
   - Enter Pay Group of "MON" or "BW"
   - Enter Batch ID – a Batch ID must consist of a three alpha and/or alpha-numeric code
     - **Note**: You must use different Batch IDs to create multiple batches in the same pay group and the same pay period. You may reuse Batch IDs from pay period to pay period
   - Click **Add**

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**Header Control**

- Pay Group: MON
- Batch ID: AD4

**Find an Existing Value | Add a New Value**
3. Batch Header page displays

- Enter Description that uniquely identifies the batch
- Select the ‘One Time Payment Only’ box
- Batch Status of Open will default – leave as is
- Click Save

ENTER ONE TIME PAYMENT INFORMATION
4. Without cancelling out of the Batch Header page navigate to the EE Data-One Time Payment page

- Using the left-hand navigation menu, click EE Data-One Time Payment page
5. EE Data-One Time Payment search page displays

- Enter Pay Group
- Enter Batch ID
- Enter EmplID and/or Department
- Click Search

6. One Time Payment (OTP) tab displays

- Enter applicable OTP Earnings Code or click to see a list of all One Time Payment earnings codes
- Enter the dollar amount of the One Time Payment in the Addl Amt field
- To add additional OTP earnings code(s), click
- Click to access other employees in your department for one time payment entry
7. Without cancelling out of the page after saving the last employee’s data, navigate to the Batch Header page.

- Using the left-hand navigation menu, click “Batch Header”
- Change Batch Status to “Ready”
- Click Save

8. Without cancelling out of the Batch Header page, navigate to the Approve One Time Payments page.

- Using the left-hand navigation menu, click “Approve One Time Payments”
9. One Time Payment Approval tab displays

- Click "View All" to view all employees included in the batch.
- Click the (TE) to view the details of the one time payment entered for the employee, or click the (OTP) to view any comments regarding the one time payment.

10. Employee Time Detail page displays

- Review the time entry information for accuracy.
- Click to return to the One Time Payment Approval tab.
11. One Time Payment Approval tab displays

- Click the “Approved By” checkbox to approve all entered time entry records for the batch.

- The checkbox to the right of each employee’s one time payment entry will now be checked on.

- Deselect the checkbox to the right of the employee’s data to unapprove the one time payment.

- Click Save.

Entering a One Time Payment Batch Complete