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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](#)^[1]

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

Links:

[1] https://www.cu.edu/sites/default/files/policies/docs/Entering-One-Time-Pay_0.pdf