One Time Payment Request Form Completion Instructions

1.0 Purpose

    1.1 The purpose of this instruction guide is to define the steps required to effectively complete the [One Time Payment Request Form (PDF)](#)

2.0 Scope

    2.1   The One Time payment Form is to be used for processing payment to a non-employee (third party, student) who already exists in Workday and is currently active (status is not "terminated") or for an active employee (staff, faculty). This form can also be used to process payment for one of the following payment types which are not available through the [One Time Payment hire process](#)

        2.1.1   Fee for Service

        2.1.2   Living Allowance

        2.1.3   Royalties

    2.2   Reference the [Payment Types Chart (PDF)](#) for definitions of one-time payment types and processing methods (Workday vs. paper form).

3.0 Roles & Responsibilities

    3.1   The Requester is responsible for:

        3.1.1   Completing the One Time payment form in a timely and comprehensive manner, ensuring all required fields are completed and description of work/service performed is provided.

        3.1.2   Obtaining the required approvals/signatures required for the requested change, such as:

- Cost Center Manager/Signing Authority
- Office of Research (if applicable)

        3.1.3   Sending the required documentation to payroll@uwaterloo.ca in a timely manner by the [payroll deadline](#)

    3.2   Payroll is responsible for:

        3.2.1   Reviewing and validating the information captured on the One time Payment Form. If information is missing or inaccurate, Payroll will be responsible for contacting the requester and requesting the missing information.

__Please note:__ Missing or inaccurate information and/or approvals will affect the timely processing of the form and may result in payroll delays.

        3.2.2   Processing payment on the individuals next pay cycle pay date. *Note: if the individual is currently hired as a monthly paid employee, this will be added to the monthly payment*

    3.3   HR Operations is responsible for:

        3.3.1   Processing the one time payment in the Human Resources Management System (HRMS)

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4.0 Terms, Definitions and Instructions

The following table defines the fields in the One Time Payment Request form and provides instructions for using and completing the form.

ISSUING DEPARTMENT INFORMATION	
Term	**Definition**
Name of Department Contact:	Name of individual requesting the one time payment.
Phone Extension:	Phone extension of department contact.
Supervisory Organization:	Enter the Supervisory Organization name that this one time payment will be hired under.
Organization ID:	Enter the Supervisory Organization ID number found In Workday, click on incumbent's 'Supervisory' Organization name hyperlink. Enter the Organization ID: **SUPORG followed by a 6-digit number** **House of Stark - JM (Eddard Stark (Inherited))** … Type · Supervisory · Superior Organization · House of Stark (Eddard Stark) Organization ID · SUPORG000753
PAYEE INFORMATION	
Legal First Name:	Legal first name of one time payment recipient (must be full legal name)
Last Name:	Last name of one time payment recipient
Employee ID (if known):	An individual who has previously worked with UW will have a 6-digit identification number assigned. If the individual has never been paid previously by the University of Waterloo, leave blank.
PAYMENT TYPE	
Only include one payment type per form per payee.	
Payment to an **existing** employee:	If the individual is active in Workday, provide the amount and indicate type of payment
Payment to a **non-employee**:	If the individual is not active in Workday, follow user guide to Hire for a one-time payment **Form is used only for following payments: Fee for Service, Royalties and Living Allowance**
Description of work/service performed:	Use this field to provide details of this one time payment
Cost center(s):	Enter work order and activity to which the one time payment will be charged
Cost Centre owner name & Signature:	Name of cost center manager or signing authority/delegation required
Office of Research	If any research work orders in Fund 105 are being charged, a Research Financial Compliance & Eligibility stamp is required

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5.0 References

6.1 [University of Waterloo Payroll Deadlines](#)
6.2 [Payment Types Chart (PDF)](#)

6.0 Revision History

Revision Level	Description of Change	Date	Approved By
0	Document creation	11/14/2022	HR Operations
1	Document update	11/30/2022	HR Operations
2	Document update	12/7/2022	HR Operations

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