

Request One time Payment for Self – Tuition reimbursement Guide

Note: Before submitting this request on Workday, please make sure to have the list of things ready in Workday for timely payment.

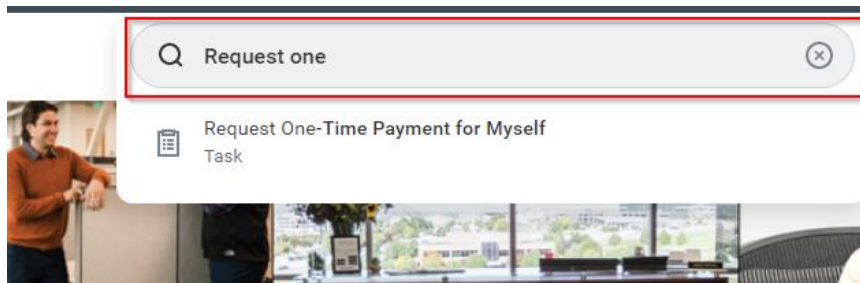
While submitting you are required to attach the following documents:

Tuition Reimbursement - categorize as Tuition Reimbursement Documentation

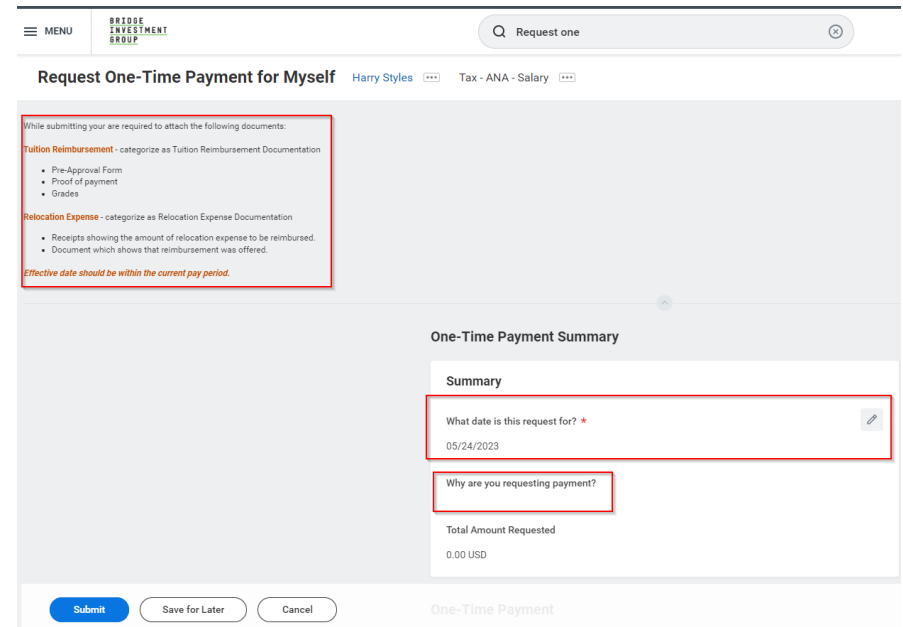
- Pre-Approval Form
- Proof of payment
- Grades

An effective date should be within the current pay period.

1. Once you are logged onto Workday, on the search bar type **Request One-Time Payment for Myself**




Once you have selected the Task, you will be taken to a new page to add a one-time payment request. Please review some guidelines before you proceed.



2. Under the Summary Heading – the date will be automatically selected for you. No need to change the date. Based on the date, the payroll will be notified and will process as long as the request is approved before the payroll processing begins.
3. You can click on the Pencil icon to edit and choose an option on Why are you **Requesting payment?**

One-Time Payment Summary

Summary

What date is this request for? * 

05/24/2023

Why are you requesting payment?

Tuition > Tuition Reimbursement



Total Amount Requested


0.00 USD

4. Please pick only one option: either Relocation if you are submitting relocation expense or Tuition Reimbursement.


One-Time Payment Summary

Summary

What date is this request for? *  

05/24/2023 

Why are you requesting payment?

Search 

- One-Time Payment for Self > Relocation
- One-Time Payment for Self > Tuition



One-Time Payment

Add


In this example we will do Tuition Reimbursement. Once you have selected the reason. Under One-Time Payment, click the Add button to request the approved amount.

You will need to select the type of payment- pick the Tuition Reimbursement if you are submitting the Tuition.

One-Time Payment

Organizational Assignments  

Cost Center: Bridge BIG Tax
GL Code: 6001830000
Location: Salt Lake City Office

What type of payment are you requesting? * 

Scheduled Payment Date *
05/24/2023

Payment Details
(empty)

Add

What type of payment are you requesting? *

Search ☰

Relocation Expense

Tuition Reimbursement

05/24/2023

Payment Details

(empty)

Add

5. Once you select the type of plan you will get a box to add the Amount and add any comments.

What type of payment are you requesting? *

× Tuition Reimbursement ☰

Scheduled Payment Date *

05/24/2023

Amount *

0.00

Currency *

USD

Additional Information

Payment Details

0.00 USD

6. Once the amount is added, please do not add any other request. You should add the total approved amount. Make sure to submit required documents as an attachment otherwise you will get an error.

7. Once you review everything looks accurate, please upload your files PDF. You can upload or drag and drop.

enter your comment

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel

8. Once you have uploaded the attachments (shown below), make sure to search for Tuition Reimbursement Document in the category field. Just type Tuition and it will select the option for you. You can submit multiple supporting documents.

While submitting Tuition reimbursement one-time payment request, you are required to attach the following documents:

Tuition Reimbursement - categorize as Tuition Reimbursement Documentation

- Pre-Approval Form
- Proof of payment
- Grades

Attachments

One time payment Self testing Issues Monday 5 22.PNG
✓ Successfully Uploaded!

Description

Category *

Michael Luo Fialed political - Releaunch.PNG
✓ Successfully Uploaded!

Description

Category *

DocuSign - Integration custom field signer 2.PNG
✓ Successfully Uploaded!

Description

Category *

DocuSign Candidate Signer 1 compliance admin signer 2.PNG
✓ Successfully Uploaded!

Description

Category *

Upload

enter your comment

Attachments

One time payment Self testing Issues Monday 5 22.PNG
✓ Successfully Uploaded!

Description

Category * x Tuition Reimbursement Documentation

9. Once everything looks accurate, Submit the task and it will route through approval to the various groups for approval. One of the approves will be your manager.

10. Once you have submitted the request, you will see the status that it is now in progress.

You have submitted One-Time Payment for Self: Harry Styles - Tax - ANA - Salary

Details and Process

For Tax - ANA - Salary - Harry Styles

Overall Process One-Time Payment for Self: Harry Styles - Tax - ANA - Salary

Overall Status **In Progress**

Process

Process History 1 item

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Request One-Time Payment for Self	Request One-Time Payment for Self	Step Completed	05/24/2023 06:30:49 PM		Harry Styles	1