



Job Aid:

Request One-Time Payment: Commission



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In order to submit commission to the appropriate approver and to payroll, follow these steps.

1. Log into your Workday account.
2. In the search bar on your Workday home screen, type **Request One-Time Payment**.
3. Select the task **Request One-Time Payment**.
4. Enter today's date as Effective Date.
5. Under Employee, choose My Team and the applicable person. Click OK.
6. Under One-Time Payment, click Add.
7. Select the appropriate One-Time Payment Plan under All Plans.
8. Enter the "Scheduled Payment Date" within the pay period that the commission should be paid out.
9. Enter the Amount.
10. Click Submit for further review/approvals.

For questions, please contact your Compensation Partners in Human Resources or email workday@guestservices.com.