

**From:** [Anderson, Paul \[ADM\]](#)  
**To:**

**Subject:** Process change: Academic On-Call Payments and Clinical Bonus Payments  
**Date:** Monday, November 23, 2015 11:36:23 AM

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Dear Colleagues,

Effective immediately, the process for submitting Academic On-Call Payments and Clinical Bonus Payments in Workday has changed. Since Workday has gone live, departments have been able to submit spreadsheets for both types of payments that were then uploaded into the system. Going forward, these types of payments will need to be submitting individually using the Request One-Time Payment process. The following One-Time Payment plans and reasons have been configured in Workday for this purpose:

- BSD Academic On-Call Payment
- BSD Clinical Bonus Payment

Please note, Clinical Bonus Payments will still need to be submitted for review and approval to BSD's Budget Office via the existing spreadsheet templates. They should not be entered into Workday until they have been approved.

Paul

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