Definition:

- **One-time payment**: A non-reoccurring flat dollar amount payment(s) submitted for on-cycle processing.

**Pre-Conversion**

_Scenario 1:_ An employee receives an increase to their additional pay (stipend, certification pay, etc...)

Since the original paychecks do not come over during conversion, the retro module will not trigger for these pre-conversion checks. A one-time payment will need to be submitted as a flat dollar amount using a retro code. The amounts submitted should only contain pre-conversion payments. Any post conversion payments will be processed through the retro module.

**Post-Conversion**

_Scenario 1:_ An employee receives their regular salary on record 0 and a new re-occurring additional pay and/or a new increase is set up under the same record. As long as the employee has prior paychecks within the retroactive time frame on the same record as the additional pay, the module will trigger. No action is required by the location.

_Scenario 2:_ An employee is due an award or bonus that is outside of the reoccurring additional pay. A one-time flat dollar amount payment needs to be submitted by the location with a regular earn code.

_Scenario 3:_ An employee is due a non-reoccurring stipend for additional services rendered. A one time flat dollar amount payment needs to be submitted by the location with a regular earn code.

_Scenario 4:_ An employee receives their regular salary on record 0 but a re-occurring stipend is set up under a new record, record 1. If the employee has only been paid under record 0, the new set up of the stipend will not trigger retroactively because they have never been paid under record 1. A one time flat dollar amount payment needs to be submitted by the location with a regular earn code.

_Scenario 5:_ If an employee only receives payment from additional pay and it was not paid, the location would need to submit it as a one time flat dollar payment for the next on-cycle.

*If the payments are meant to be re-occurring they need to be set up under the employee’s additional pay screen.

**Overpayment due to a Decrease in Pay**

_Scenario 1:_ An employee receives a decrease to their additional pay. This scenario will result in an overpayment. The retro team will submit a case to UCSB Central Payroll informing them of a potential overpayment. BFS will then forward the information to the department. It is the departments responsibility to review the employee’s job data and determine if a true overpayment exists. If there is no overpayment, no action is required. If an overpayment exists, the department will need to submit a Service Now Overpayment request to initiate the overpayment recovery process.