ServiceLink: Submit One-Time Payment Request

**Navigation:** ServiceLink > Job and Comp Data Changes

There are many reasons that justify a one-time pay out of funds: underpayment, retro-active pay from a previous pay cycle, etc. The Department or Organization ServiceLink Initiator can request a one-time payment on behalf of an employee through ServiceLink.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the <em>[ServiceLink Home Portal]</em></td>
</tr>
<tr>
<td>2.</td>
<td>From the UCR Service Portal, select the <strong>Job and Comp Data Changes</strong> form in the <strong>Human Resources &amp; Academic Personnel</strong> Menu to begin request.</td>
</tr>
<tr>
<td>3.</td>
<td>Complete the form. In the Comments section <em>provide the justification for the one-time pay, the department and fund to be charged</em>. E.g.</td>
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</tbody>
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**Comments**

This employee moved from a **W** position to a **MO** position and was not paid COMP time before the prior job end-date.

EN/FUD
Former EA
Former Department Code
Former Position
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4.   | Upon submission, the request will go to the Shared Service Center for processing. |

E.g. ServiceLink One-time Pay Request

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