

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.

Step	Action
1.	Navigate to the ServiceLink Home Portal
2.	From the UCR Service Portal, select the Job and Comp Data Changes form in the Human Resources & Academic Personnel Menu to begin request.
3.	Complete the form. In the Comments section provide the justification for the one-time pay, the department and fund to be charged. <div data-bbox="370 741 1045 911" data-label="Image"> </div> <p>e.g.</p> <div data-bbox="357 972 1206 1136" data-label="Image"> </div>
4.	Upon submission, the request will go to the Shared Service Center for processing.

e.g. ServiceLink One-time Pay Request