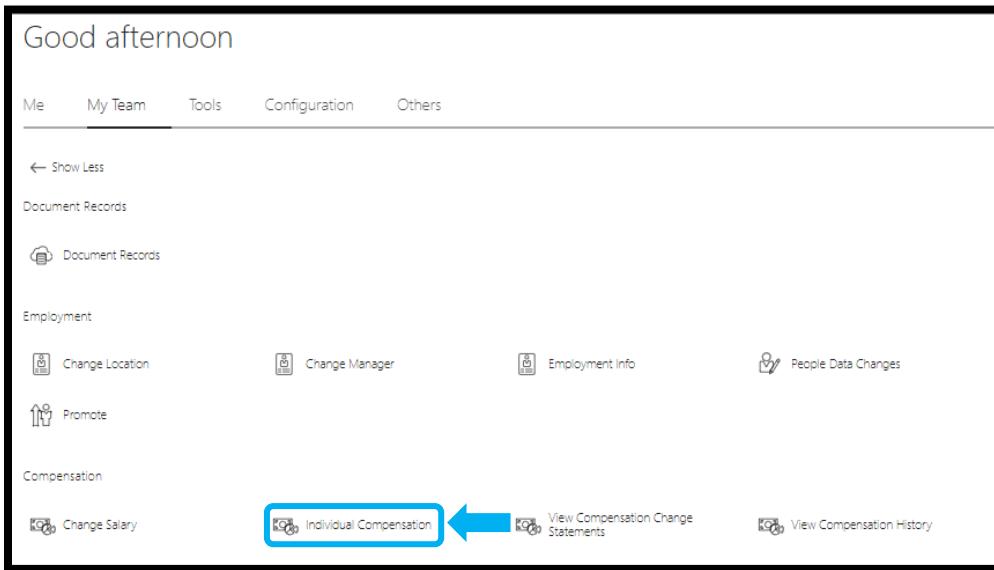


MANAGER SELF-SERVICE:

Process One-Time Payment

Manage **Individual Compensation** – Process one-time special payments

1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Individual Compensation** task.



Good afternoon

Me My Team Tools Configuration Others

← Show Less

Document Records

Document Records

Employment

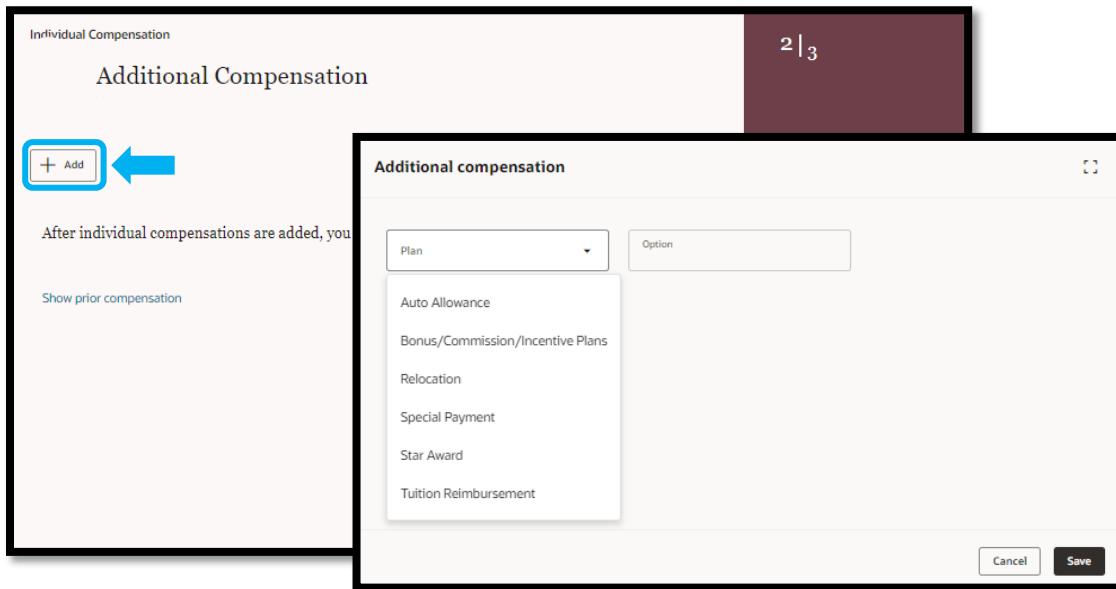
Change Location Change Manager Employment Info People Data Changes

Promote

Compensation

Change Salary Individual Compensation View Compensation Change statements View Compensation History

6. Select the **Name** of the employee to receive a one-time payment.
7. Select the **effective date** for the one-time payment. Click **Continue**.
8. From the **Additional Compensation** section, click on the **Add** button. In the new window drop down menu, select the correct payment type.



Individual Compensation

Additional Compensation

2|3

+ Add

After individual compensations are added, you

Show prior compensation

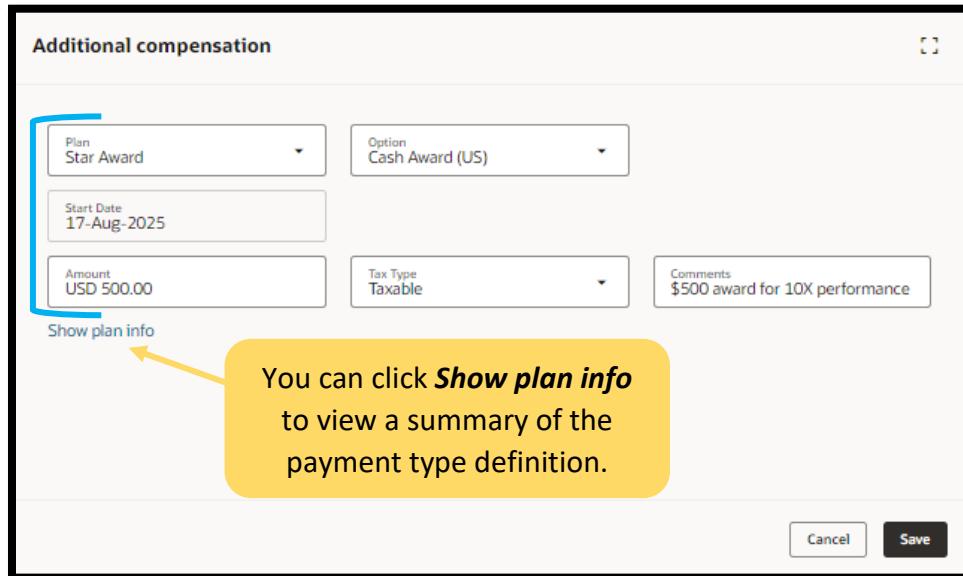
Additional compensation

Plan Option

Auto Allowance Bonus/Commission/Incentive Plans Relocation Special Payment Star Award Tuition Reimbursement

Cancel Save

9. In the **Additional Compensation** window, enter the details of the one-time payment. Click **Save**.



Additional compensation

Plan: Star Award Option: Cash Award (US)

Start Date: 17-Aug-2025

Amount: USD 500.00 Tax Type: Taxable

Comments: \$500 award for 10X performance

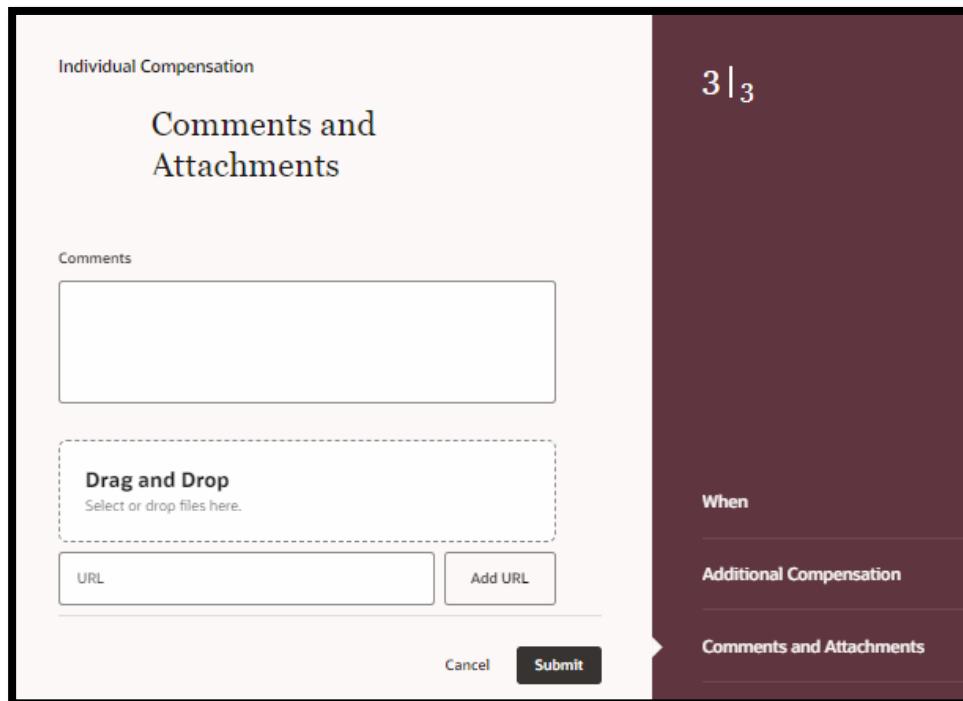
Show plan info

You can click **Show plan info** to view a summary of the payment type definition.

Cancel Save

10. Click **Continue**.

11. Enter any comments or upload supporting documents supporting the one-time payment. Click **Continue**.



Individual Compensation

Comments and Attachments

Comments

Drag and Drop
Select or drop files here.

URL Add URL

When

Additional Compensation

Comments and Attachments

12. Click **Submit** to send the one-time payment for approval and processing.