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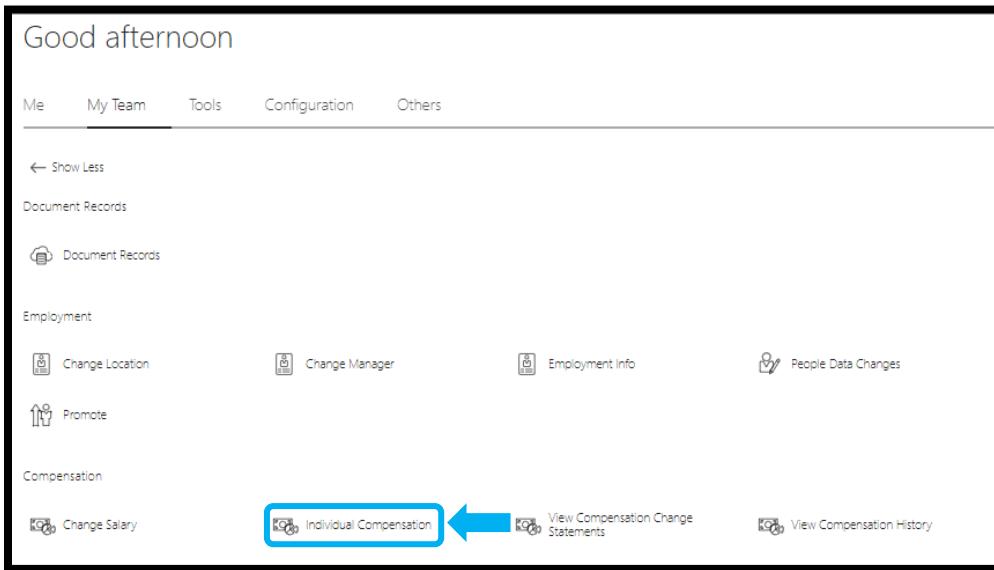
6. Select the *Name* of the employee to receive a one-time payment.
7. Select the *effective date* for the one-time payment. Click *Continue*.
8. From the *Additional Compensation* section, click on the *Add* button. In the new window drop down menu, select the correct payment type.
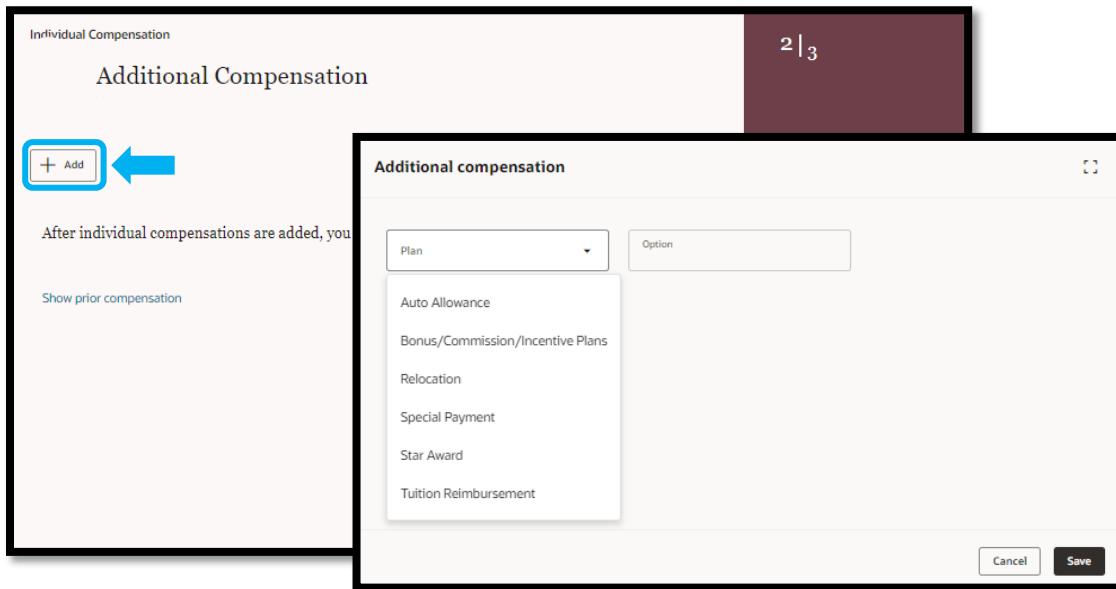
9. In the *Additional Compensation* window, enter the details of the one-time payment. Click *Save*.
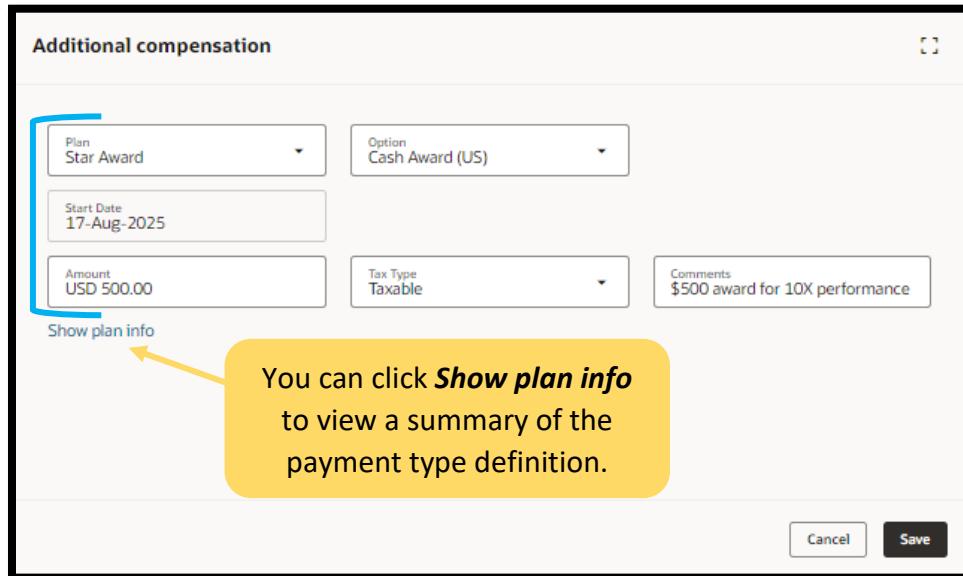
Additional compensation

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*.
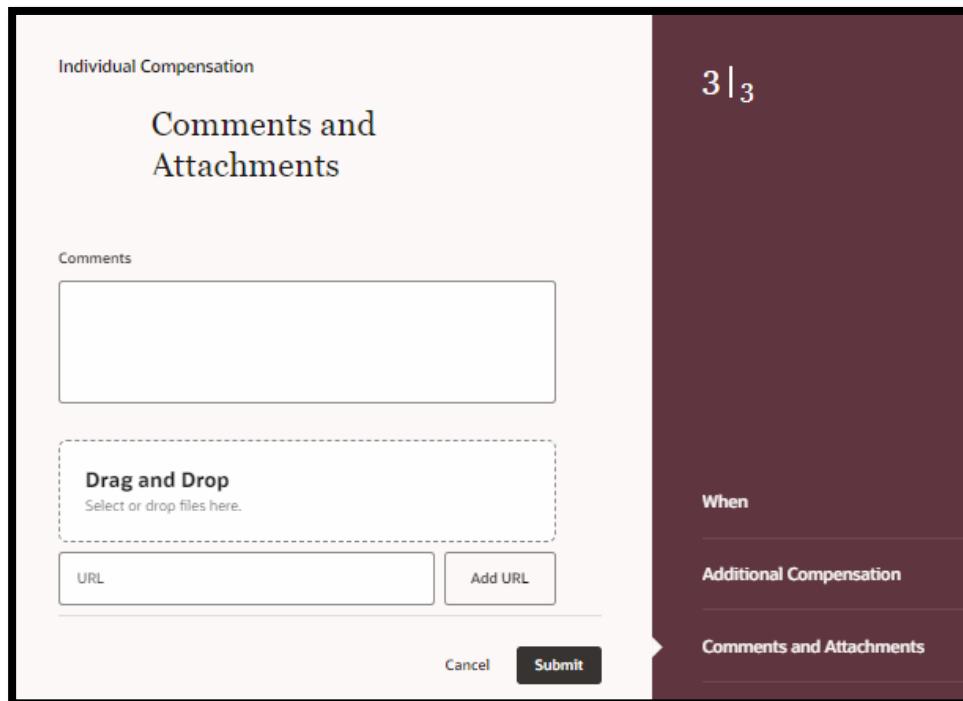
Individual Compensation

Comments and Attachments

3|3

Comments

Drag and Drop
Select or drop files here.

URL   Add URL

When

Additional Compensation

Comments and Attachments

Cancel   Submit

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