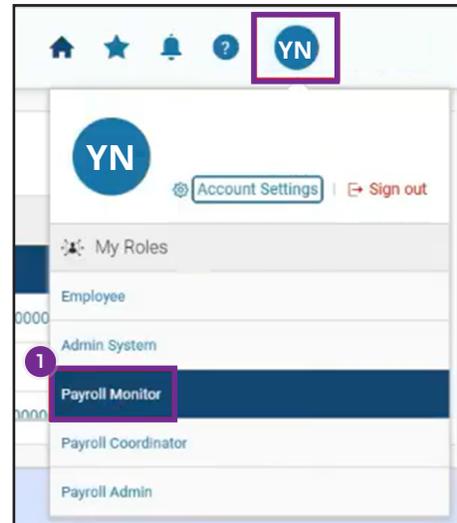


Create a One Time Payment (OTPAY)

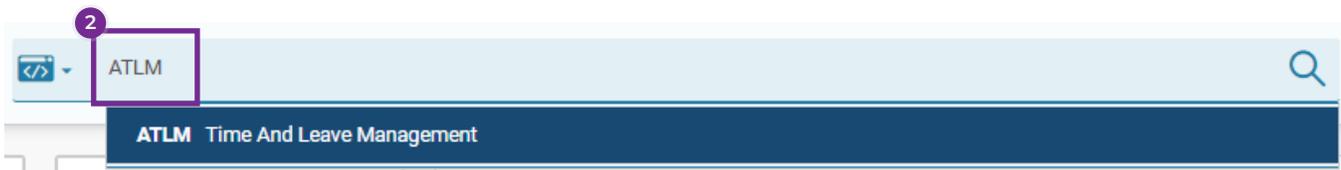
quick reference guide

Instructions

1. From **My Profile**, select the **Payroll Monitor** role.



2. From the **Global Navigation** search bar, type ATLM for **ATLM Time and Leave Management**



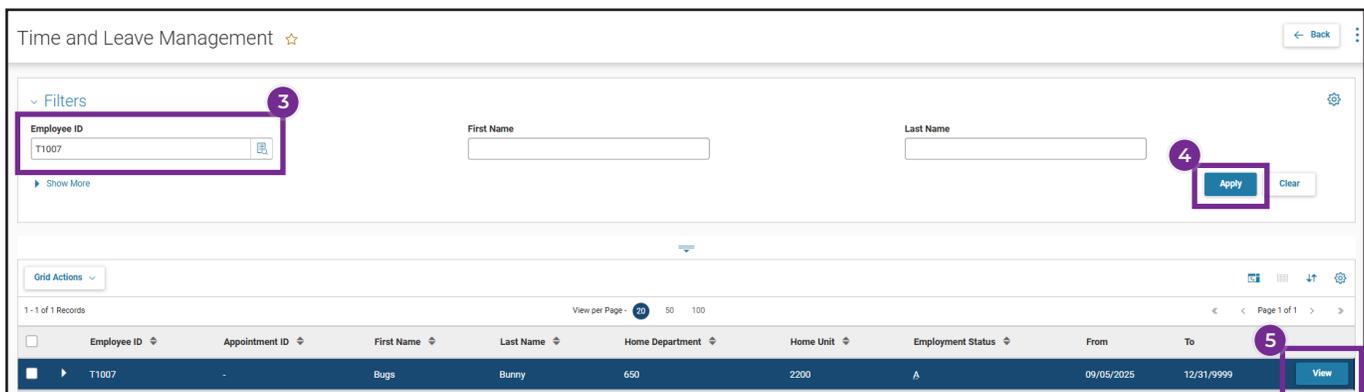
OR select the **Time and Leave Management** tile.



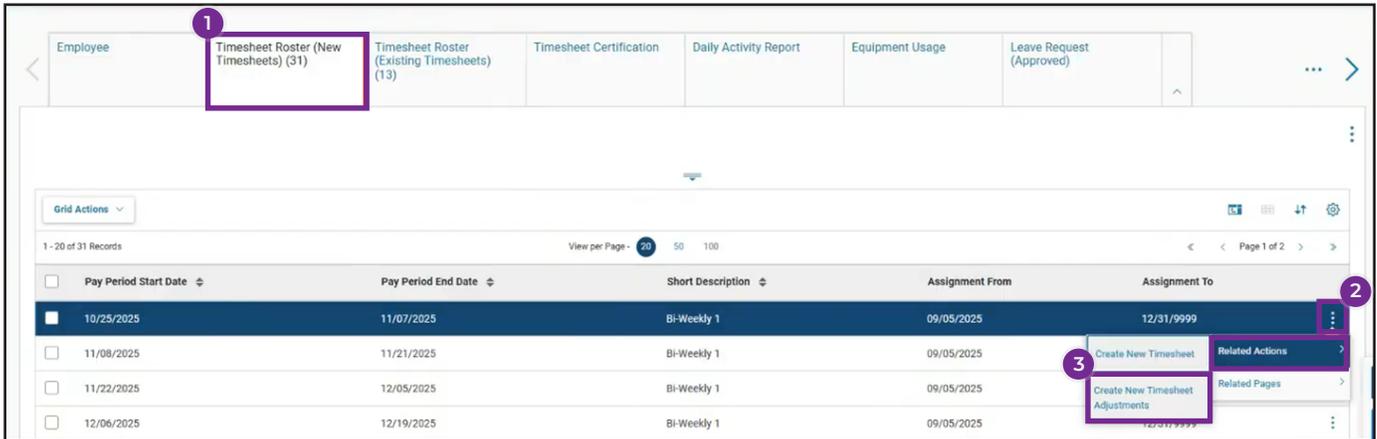
3. Enter the **Employee ID** to search for the employee.

4. Click **Apply** when you've narrowed your search.

5. From the **Grid Actions** results, click the **View** button.



1. Navigate to the **Timesheet Roster (New Timesheets)** tab.
2. Click the **3-dot menu**  of the first row.
3. Click **Related Actions**, then **Create New Timesheet Adjustments**.



Under the **Timesheet Adjustment Detail** tab (see image on page 3 for reference):

4. Use the **plus icon**  to make a new line.
5. Enter the following:
 - **Event Date** - often the first day of the pay period, but can be any date inside the pay period
 - **Event Type** - enter the wage type of the one-time payment (such as 1139 for an incentive award)
 - **Amount**
6. If the payment needs particular accounting, **Expand**  the row, click the **COA** header, and enter the necessary coding stream.
7. **Attach**  supporting documentation.
8. Click **Validate**, then **Submit** - it will be workflowed to the payroll coordinator to review and approve.

Timesheet Adjustment (TADJ) Validate Submit Save Save & Close

Department: 650 | Unit: 2200 | Transaction ID: 2026022400000026486 | Version: 1

Timesheet Adjustment Timesheet Adjustment Detail (1)

Employee ID: T1007 | Appointment ID: - | Name: Bunny, Bugs

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Line Number	*Event Date	*Event Type	Amount	Supplemental Pay Cycle	Reduce Base Pay Type	Position Department Description	Position Unit Description	Attachments
	MM/DD/YYYY		0.00	- Select -	No			

Accounting Overrides COA Assignment Overrides Time Information

Fund Sub Fund
 Department Appr Unit
 Unit Sub Unit

After Approval

1. From the **Global Navigation** search bar, type PAYM for PAYM Payroll Management.

PAYM

PAYM Payroll Management

OR select the **Payroll Management** tile.



2. Enter the **Employee ID** to search for the employee.

3. Click **Apply** when you've narrowed your search.

4. From the **Grid Actions** results, click the **View** button.

Payroll Management Back

Filters

Employee ID: T1007 Appointment ID: Title:

Employment Status: Timeline: Current

Show More Apply Clear

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Employee ID	Appointment ID	First Name	Last Name	From	To	Grid Actions
T1007		Bugs	Bunny	09/05/2025	12/31/9999	View

Navigate to the **Pending Payment** tab to view the approved payment.

The screenshot displays a web application interface for managing payments. At the top, there is a navigation bar with several tabs: 'Employee', 'Pending Payment (1)', 'Issued Checks/Advices (2)', 'Pay Distribution Detail (1)', 'Pay Details', 'Deduction Details (14)', and 'Fringe Details (13)'. The 'Pending Payment (1)' tab is highlighted with a purple border. Below the navigation bar, there is a 'Filters' section. Underneath the filters, there is a table with the following columns: 'Event Date', 'Pay Type', 'Supplemental Pay', 'Input Amount', 'Contract Pay Amount', and 'Hold'. A single record is visible in the table, highlighted with a purple border. The record shows an event date of 10/11/2025, a pay type of 1139, a supplemental pay of Regular Pay Type, an input amount of 500.00, a contract pay amount of \$500.00, and a hold status of No. There is a 'Modify' button next to the record.

Event Date	Pay Type	Supplemental Pay	Input Amount	Contract Pay Amount	Hold
10/11/2025	1139	Regular Pay Type	500.00	\$500.00	No