Additional Information for Processing Child Care Payments in Workday
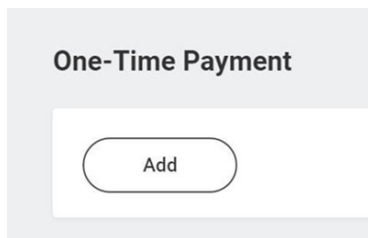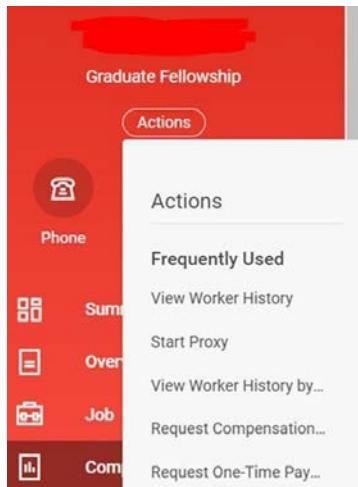**(screen shots as of 9/1/22)**

Step 1: Select Request One Time Payment (from Actions on the employee's profile) > hit button to Add One Time Payment

Step 2: Select NIH Child Care Stipend from the drop down list of plans.

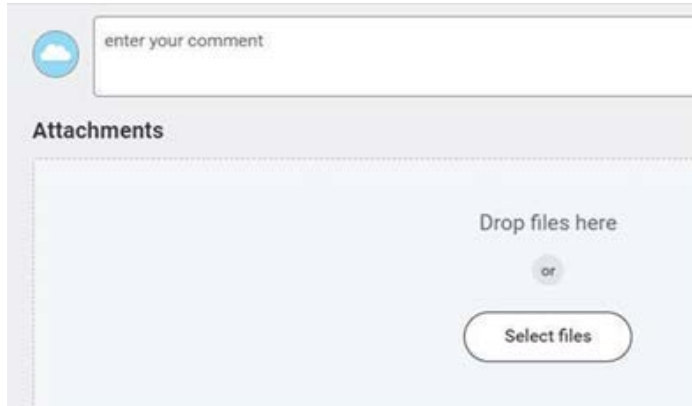**Step 3:** Enter grant worktag info

Costing Company

Grant

Gift

Project

Non-Carryforward

Cost Center

Program

Fund

Function

Region

Payroll Worktags

Additional Worktags

Payment Details

500.00 USD

Step 4: Enter comments and select receipts to attach to the transaction (required)

enter your comment

Attachments

Drop files here

or

Select files