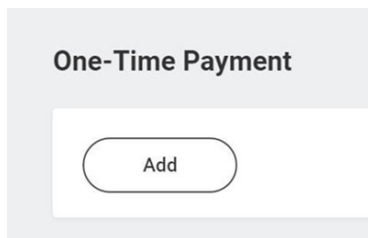
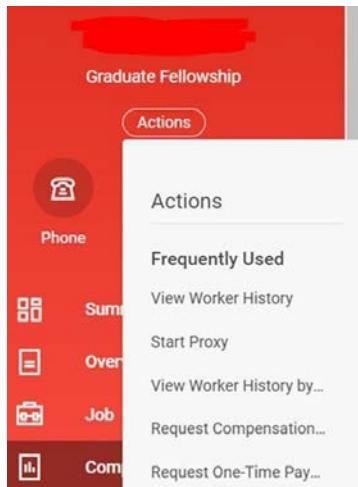


Appendix B

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.

One-Time Payment Plan *

Scheduled Payment Date *

Amount *

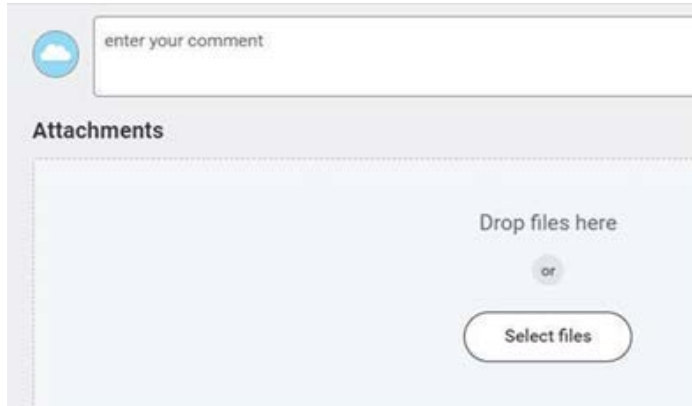
Currency *

Send to Payroll

Step 3: Enter grant worktag info

Costing Company	<input type="text"/>
Grant	<input type="text"/>
Gift	<input type="text"/>
Project	<input type="text"/>
Non-Carryforward	<input type="text"/>
Cost Center	<input type="text"/>
Program	<input type="text"/>
Fund	<input type="text"/>
Function	<input type="text"/>
Region	<input type="text"/>
Payroll Worktags	<input type="text"/>
Additional Worktags	<input type="text"/>
Payment Details	500.00 USD

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



The image shows a user interface for adding a comment and attachments to a transaction. At the top, there is a text input field with a light blue cloud icon on the left and the placeholder text "enter your comment". Below this is a section titled "Attachments" in bold. The attachment area is a light blue box with a dashed border. Inside, it says "Drop files here" in the center, followed by a small grey circle containing the word "or". At the bottom of this area is a rounded rectangular button with the text "Select files".