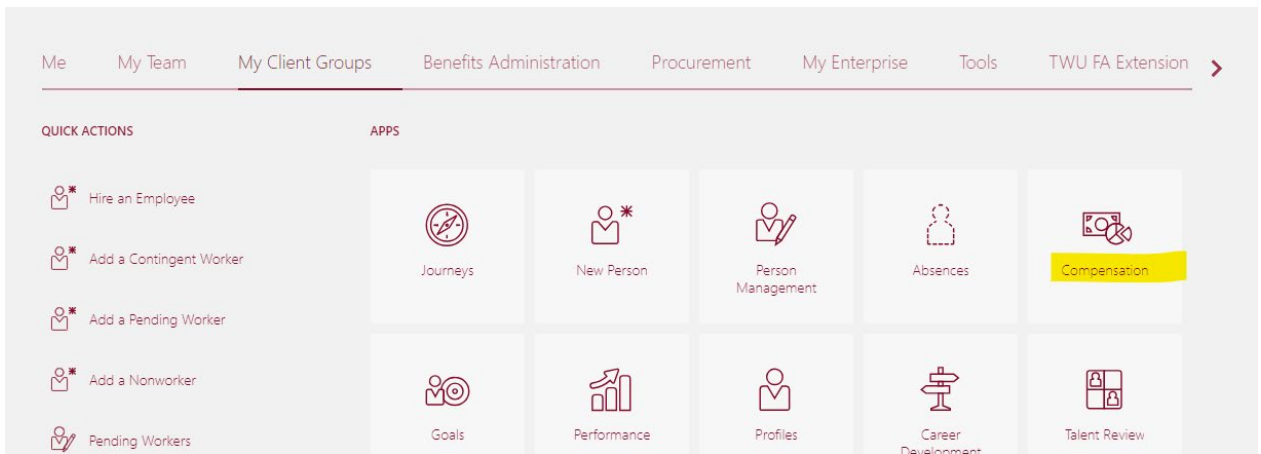


ICP – Supplemental Task Payment

From your Dashboard, select either My Team (Line Manager) or My Client Groups (Dept Admin) based on your role.



Select Compensation from the Apps



Select the type of compensation based on your role

- Line Managers select Individual Compensation for their direct reports
- Dept Admins select Administer Compensation for anyone in their department

Individual Compensation



Individual Compensation Plans



Map Third-Party Plans



Individual Compensation



Administer Compensation

Slowly type in the name of the employee, and click on the link

Search Person

Stubblefield

Advanced Search:Stubblefield

Name	Business Title	Work Email	Person Number
HS Heather Stubblefield	Manager Compensation	hstubblefield1@twu.edu	19327

- 1) When - Enter the Effective Date based on the Effective Date Guide. Then click Continue.
 - NOTE: Effective Dates cannot be edited once the ICP is submitted. If the effective date is incorrect, or the ICP is fully approved after the date noted in the Guide, the ICP will be rejected for resubmittal.
 - ** Per URP, ICPs should be submitted & fully-approved prior to the work beginning.

Please contact HR Compensation if you have any questions..

1 When

*Effective Date

12/31/23

Continue

2 Additional Compensation

3 Comments and Attachments

2) Additional Compensation – Click Add

1 When

Edit

2 Additional Compensation

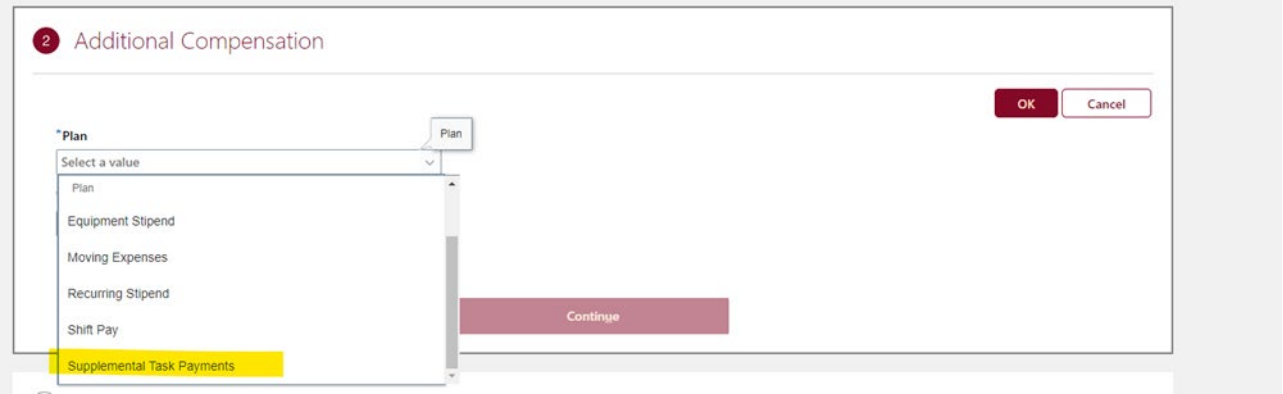
+ Add

There's nothing here so far.

Show Prior Compensation

Continue

2) Additional Compensation – Select the Supplemental Task Payment Plan, then select the Supplemental Task Payment Option.



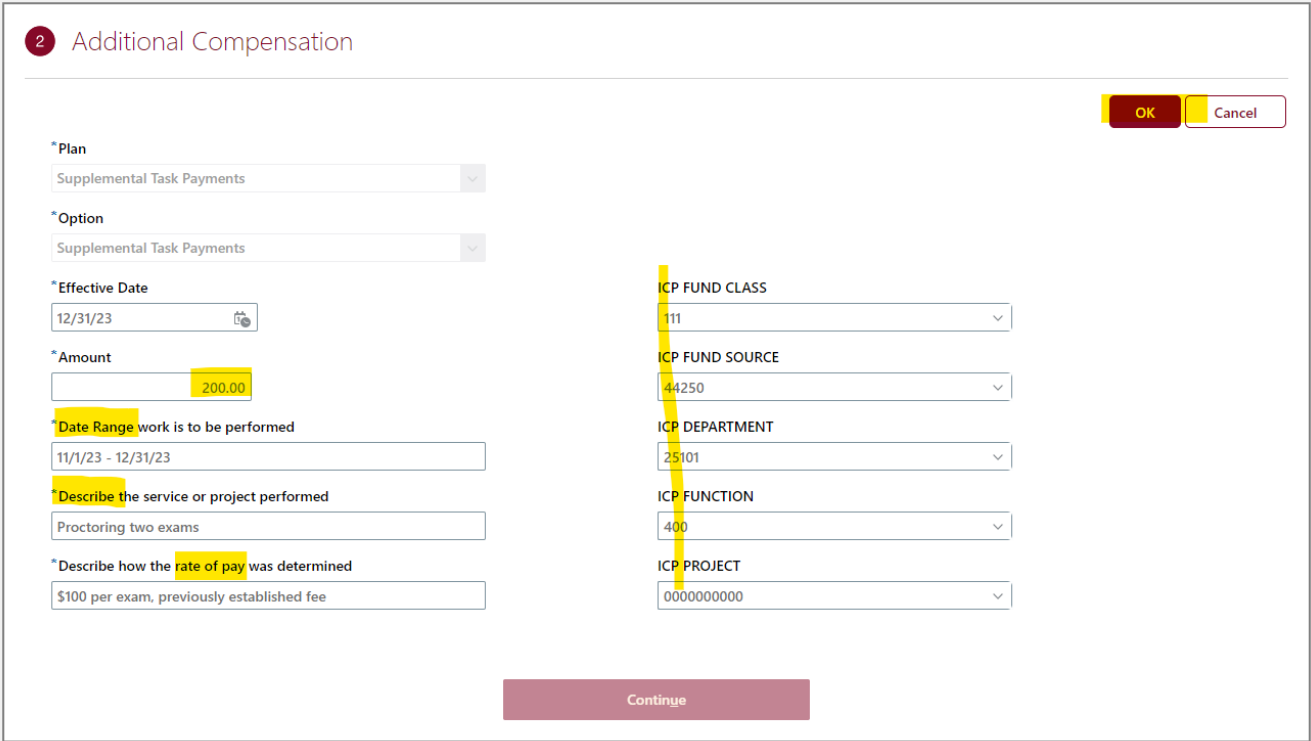
2) Additional Compensation – The Effective Date will populate based on the date entered for 1) When. Be sure to enter information for all fields:

- Amount
- Date Range
- Description of the work being performed*
- How the rate of pay was calculated/determined*
- the full costing string (required).

Then click OK.

*According to the URP: “At a minimum, the justification should include a description of the work (temporary assignment to higher classification duties), the reason the work is needed, the amount of compensation provided for performing the additional duties, the method used to calculate the payment, the method use to distribute the payment, and the estimated duration the employee must perform the additional work.

NOTE: Leaving any of these fields blank may cause a delay in approval and processing. The Date Range and description fields have an 80 character limit – please be concise. Use the Comments box if needed.



2) Additional Compensation – Review and Click Continue

2 Additional Compensation

+ Add

Supplemental Task Payments Supplemental Task Payments 12/31/23	200.00 USD Once
--	-------------------

Show Prior Compensation

Continue

3) Comments & Attachments – please use this section to add any additional information regarding the work being done or the rate of pay, leave comments or attach necessary documents. Then click Submit.

Administer Compensation
Heather Stubblefield

Submit Cancel

1 When Edit

2 Additional Compensation Edit

3 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

NOTES:

- ICPs can only be submitted for employees in their own department.
 - If Student Life needs to pay an employee in Biology, Student Life will need to coordinate with the Line Manager or Dept Admin in Biology to submit the ICP.
- If more than one ICP needs to be submitted for one person, they need to be “Added” in the Additional Compensation screen during the same transaction – BEFORE clicking Continue.
 - An ICP cannot be submitted if another ICP is pending approvals for that employee.
- Per the URP, ICPs should be submitted and fully-approved prior to the work beginning.