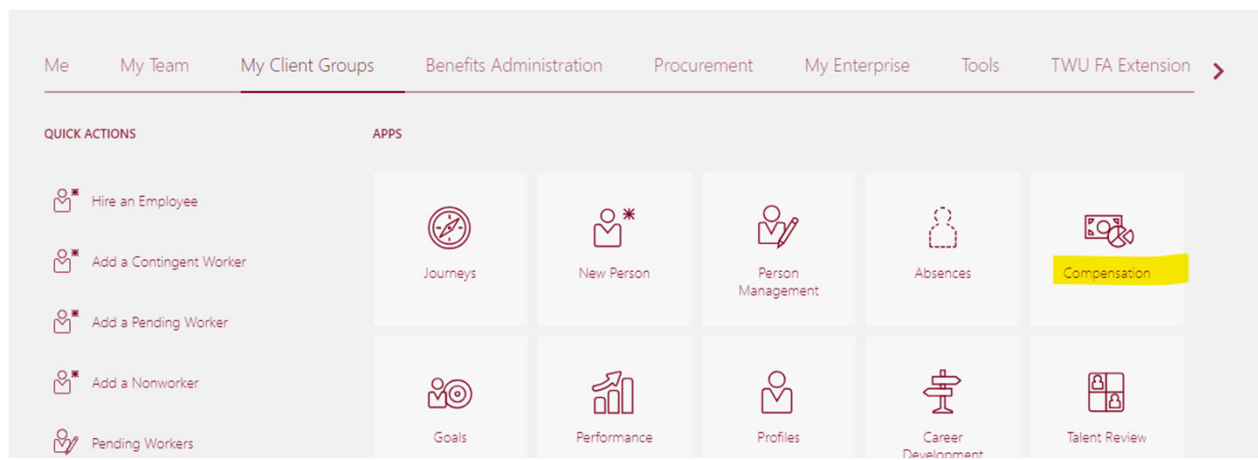


ICP – Recurring Stipends

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

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

1) When - Enter the Effective Date per the ICP Effective Date Guide. Then click Continue.

1 When

*Effective Date
12/1/23

Enter a date between 9/17/07 and 12/31/12.
Effective Date

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 Recurring Stipend Plan, then select the Recurring Stipend Payment Option.

The screenshot shows a web form titled "2 Additional Compensation". At the top right are "OK" and "Cancel" buttons. The main field is labeled "*Plan" and has a dropdown menu open. The menu options are: "Plan", "Award Pay - Service Award Payments", "Cell Phone Stipend Plan", "Equipment Stipend", "Moving Expenses", and "Recurring Stipend". The "Recurring Stipend" option is highlighted in yellow. Below the dropdown is a "Continue" button.

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

- Uncheck "Ongoing" and enter End Date
 - ALL ICPs must end no later than the last day of the fiscal year (August 31st), if not sooner
- Amount (use the monthly amount to be paid – NOT the total)
- Description of the work being performed*
- How the rate of pay was calculated/determined, including total amount to be paid*
- 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 description fields have an 80 character limit – please be concise. Use the Comments box if needed.

The screenshot shows the "2 Additional Compensation" form with the following fields filled out:

- *Plan: Recurring Stipend
- *Option: Recurring Stipend
- *Effective Date: 12/1/23
- End Date: 8/31/24 (with "Ongoing" checkbox unchecked)
- *Amount: 451.27
- *Describe the service or project performed: Covering vacant Asst Director of Resident Education position
- *Describe how the rate of pay was determined: 10% of vacant Asst Director salary (\$4,512.70 TOTAL)
- ICP FUND CLASS: 111
- ICP FUND SOURCE: 44250
- ICP DEPARTMENT: 25101
- ICP FUNCTION: 400
- ICP PROJECT: 0000000000

At the bottom of the form is a "Continue" button. "OK" and "Cancel" buttons are at the top right.

2) Additional Compensation – Review and Click Continue

2 Additional Compensation

+ Add

Recurring Stipend Recurring Stipend 12/1/23 - 8/31/24	451.27 USD Recurring
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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.

Compensation

Submit Cancel

1 When Edit

2 Additional Compensation Edit

3 Comments and Attachments

Comments

Direct responsibility of the residential student development, supervising student staff, collaborating with faculty and staff regarding the oversight of the Living Learning Community program. Responsible for the academic initiatives offered with the department for over 2100 residents.

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.