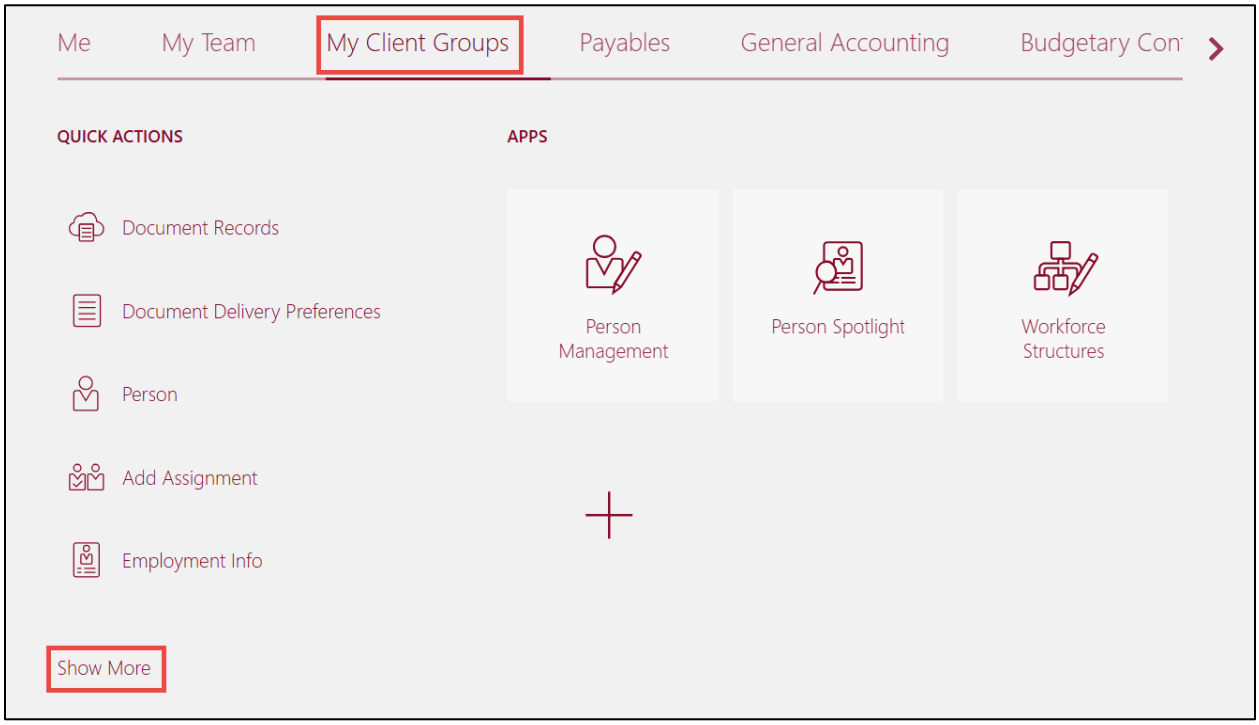
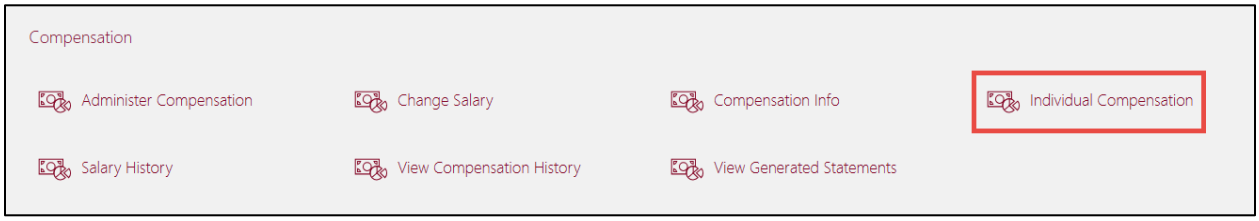
TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON

Oracle Cloud –Individual Compensation Plans (ICP) Walkthrough

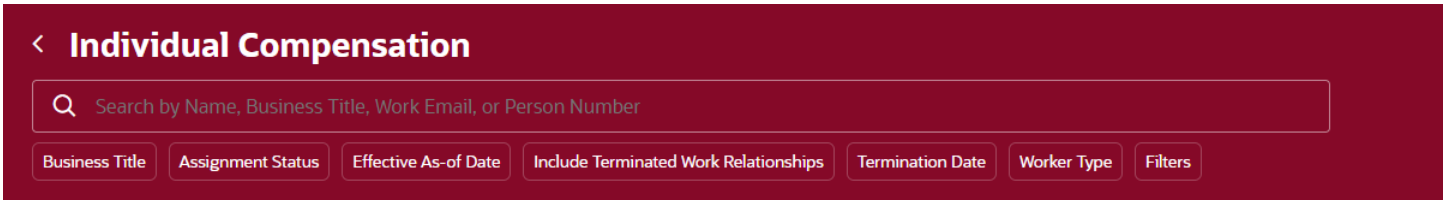
1. Navigate to My Client Groups>Show More

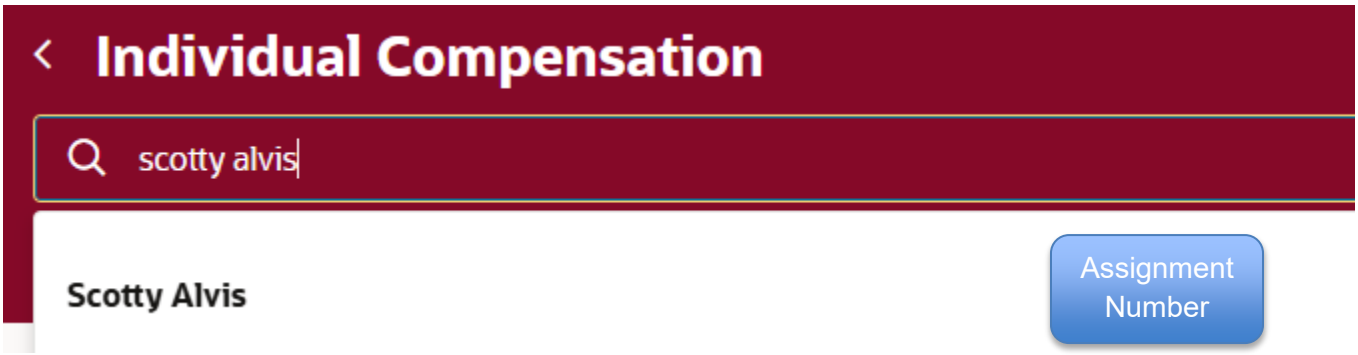


2. Select Individual Compensation; this will now be the only option available to choose as all users will have the same access.



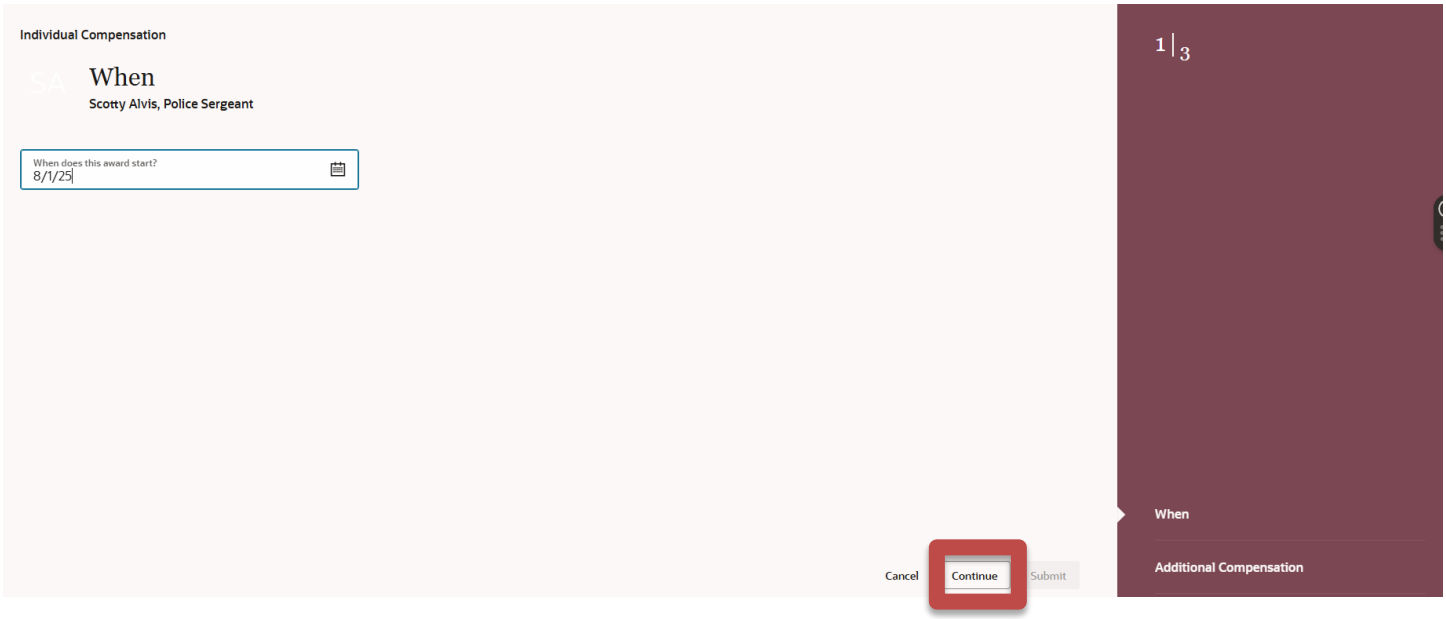
3. Begin typing the employee's name in the search box. The name will populate along with their assignment number. Some employees have multiple assignment numbers, be sure you are selecting the correct assignment.





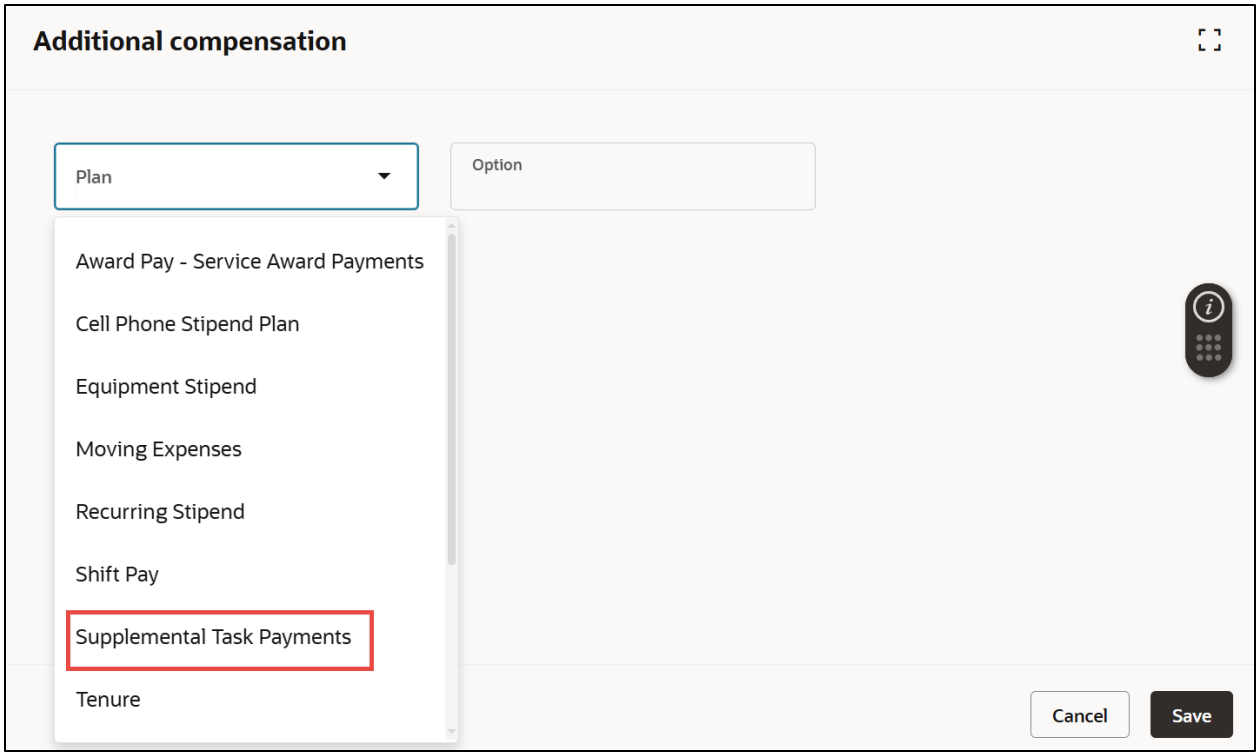
4. The first screen will ask for a Start Date. What was previously referred to as the “Effective Date” will now be referred to as the “Start Date.” Choose the corresponding start date for the payroll cycle in which you want the ICP to process. Keep in mind that the Start Date does not correlate to the date the work was performed, it only relates to the date of the corresponding Payroll Cycle.

   After selecting the Start Date, click Continue in the lower right corner.

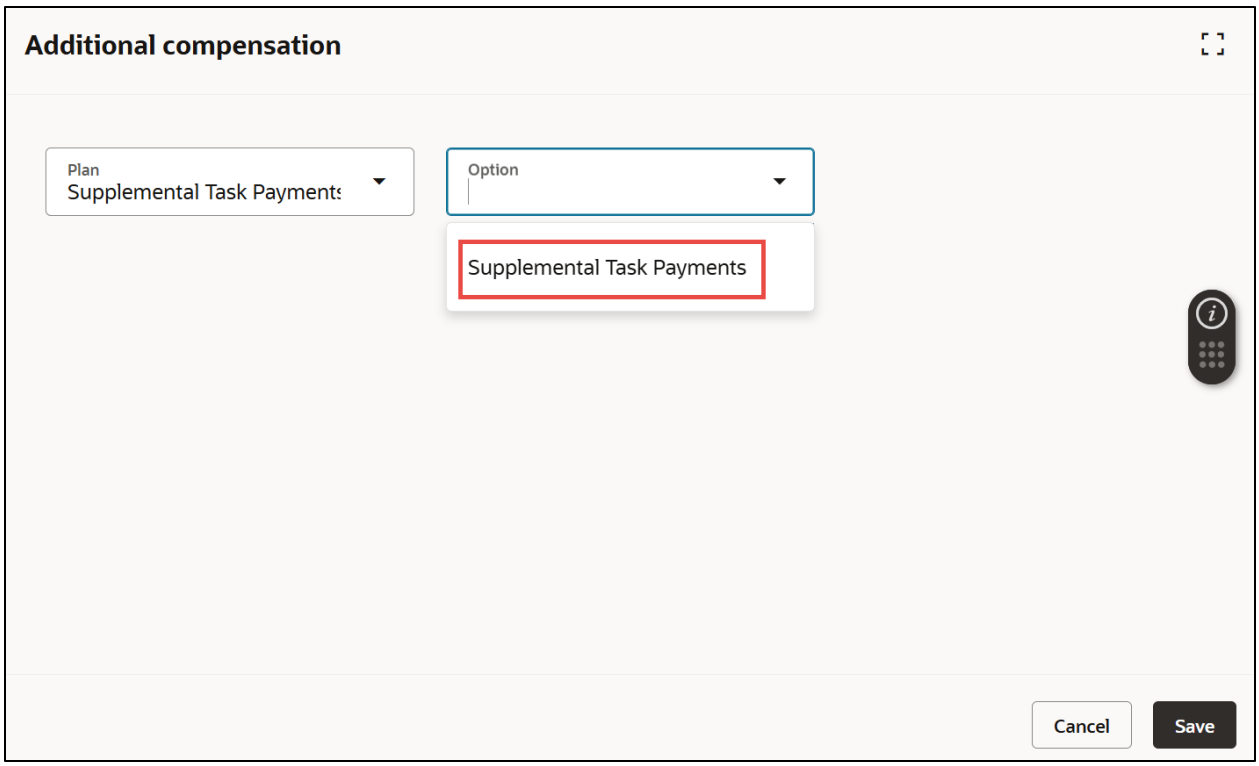


5. On the next screen, click Add.

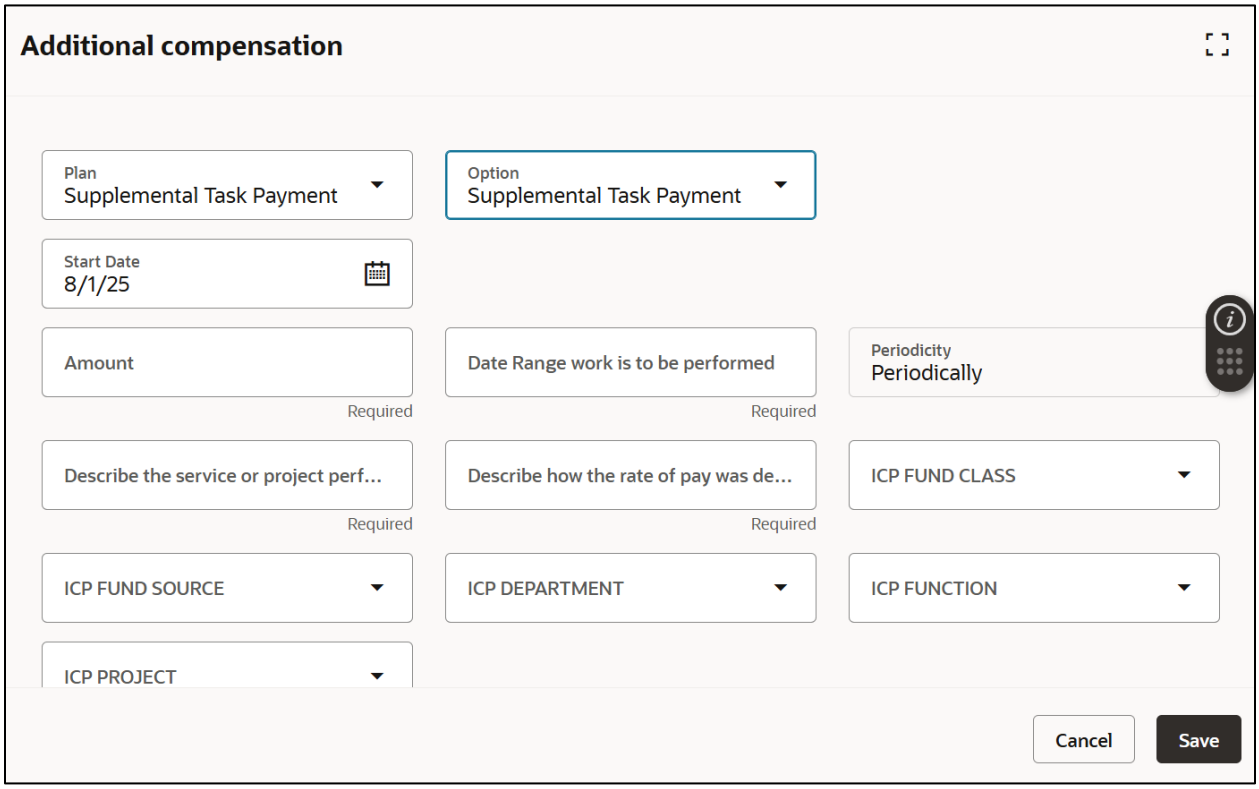
6. Select the ICP plan you need from the “Plan” list.



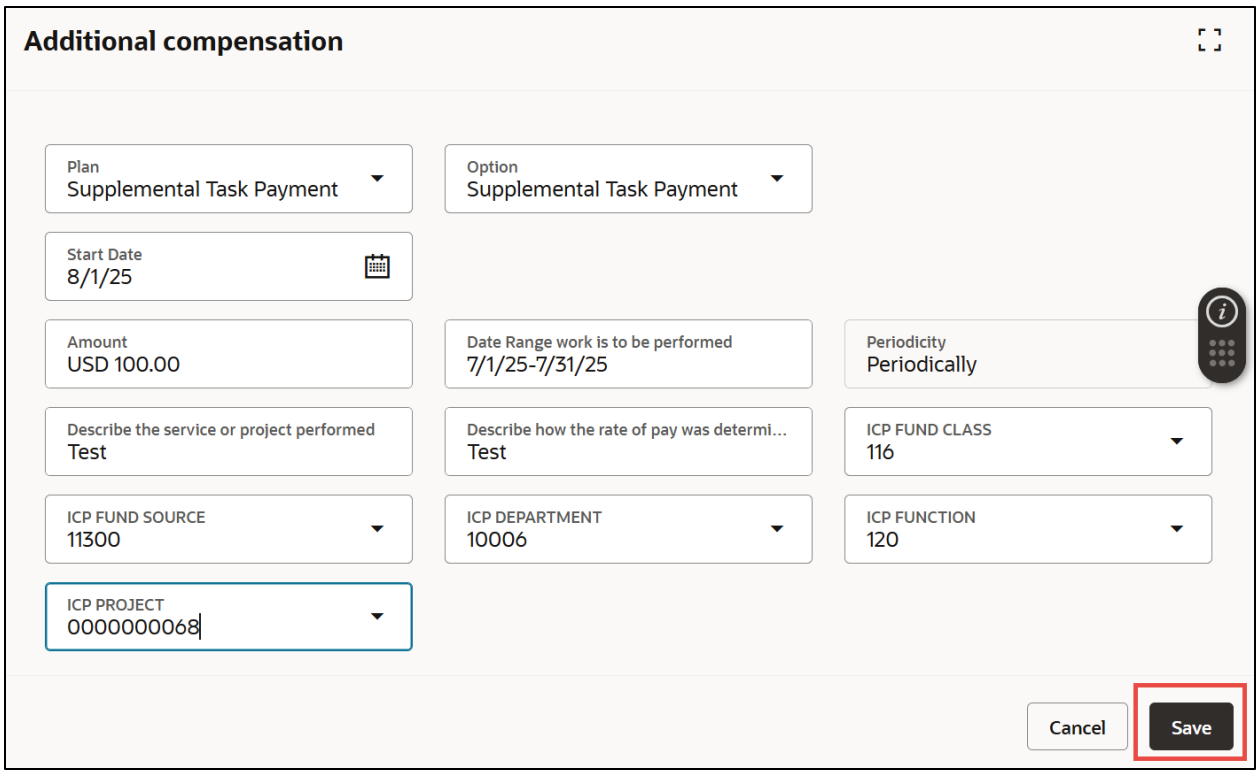
7. Then, select the ICP plan from the “Option” list. Once a plan is submitted, it should be the only available plan to select from the “Option” dropdown menu.



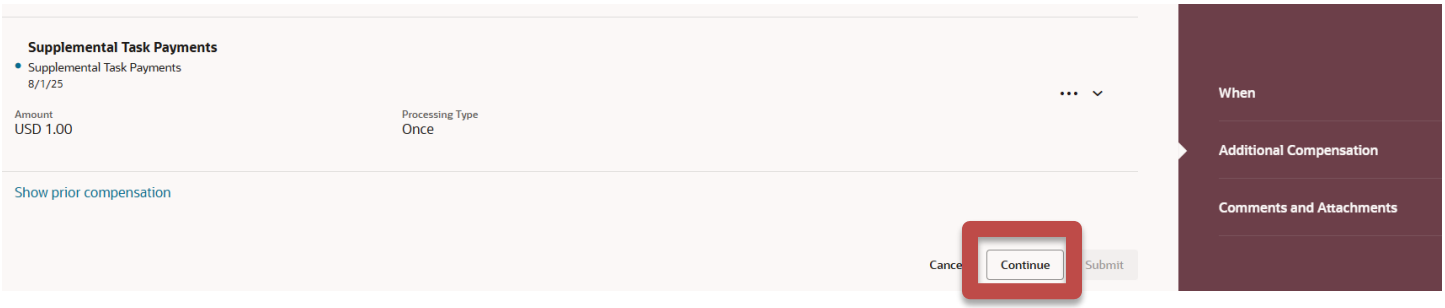
8. After you select the Option, the rest of the fields will appear.

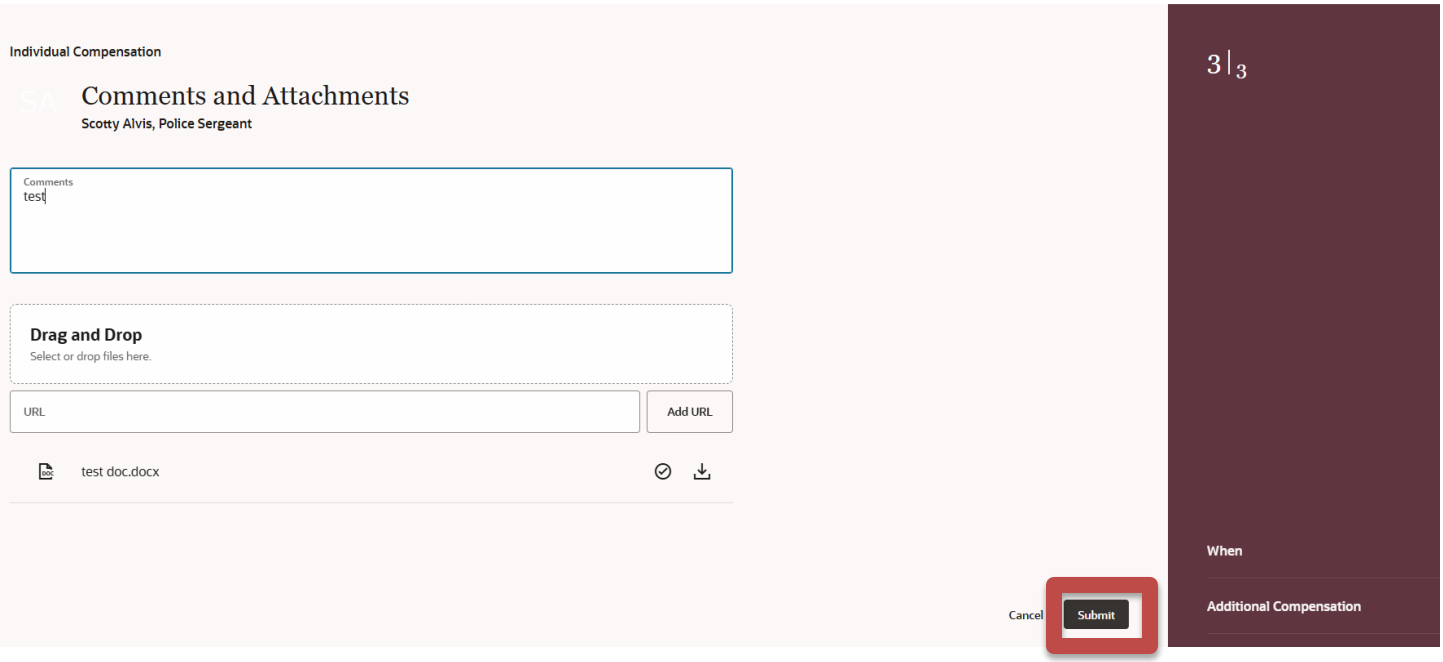


9. Fill in the fields and click Save.



10. ICP information will appear on this screen. Click Continue



11. The next screen will allow you to enter comments and add attachments. After you've added comments and attachments, click "Submit."

    You also have the option to use the menu on the right to return to the previous screens.