Purpose

The purpose of this document is to provide an overview of how to use the ICD module within Oracle to initiate additional compensation and contract processes. The following processes will be handled within ICD: Academic Term Pay, Instructional Overload, Non-Instructional Overload, Part-Time Contact Pay, Summer Research, Summer Term Pay, Contract Pay, Early Retiree Pay, Additional Salary, Additional Pay, Fiscal Increments, and Award. For details regarding the above pay elements review the Additional Compensation Elements Descriptions document.

Supported Browsers: Make sure pop-ups are enabled
Windows: Internet Explorer 11 & Firefox ESR (latest version — updated automatically by Mozilla)
Macintosh: Safari 4.0+ & Firefox ESR (latest version — updated automatically by Mozilla)

Locate Employee

1. To log into the Oracle e-Business Suite (eBiz), go to Finance website and select the Oracle e-Business Suite (e-Biz).


3. When you are logged in you will see only your subordinates listed on the main screen, but you can search for any employee.

   a. You can use the search bar to search for last names only.

   OR

   b. Click on Advanced Search to search by first and last name or by department.
4. Click the Action button next to the employee to select.

Award New Compensation

1. To add a new compensation award to the selected employee, click the Award New Compensation button.

Award New Compensation

2. Next, select which type of compensation from the drop down menu.

NOTE: You will only see compensation types that employee is eligible to receive.

Details Screen – Example for Faculty Contracts

Based on the compensation type selected above, the Details section will adjust to provide the information needed.
Remember to enter a valid account number for the Cost Allocation field

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Value</td>
<td>ICD is the default value in this drop down. Do not change this value.</td>
</tr>
<tr>
<td>Justification</td>
<td>This should match the additional compensation type selected on the previous screen. You will have to manually type this.</td>
</tr>
</tbody>
</table>
| Class ID         | Enter the Class ID to populate all remaining fields except cost allocation, amount, and jurisdiction. If you click the magnifying glass next to this field, you can search for the Class ID. Note that only courses assigned to the faculty member will appear.  
- Use Quick Select to choose the course – OR –  
- Select the radio button and Select to choose the course  

![Class ID Search](image)

NOTE: Adding the % to the beginning and end of your search terms will locate any records with the information between the % signs. For example, if you know the course you are searching for is GER2110, then they can type %GER2110% in the class ID search box. Click Go to see your search results.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>This will be auto-populated after you select the Class ID. You do not need to modify this section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Enter the amount to be paid.</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td></td>
</tr>
<tr>
<td>Academic Term</td>
<td>This will be auto-populated after you select the Class ID. You do not need to modify this section.</td>
</tr>
<tr>
<td>Appt State Date</td>
<td>This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.</td>
</tr>
<tr>
<td>Appt End Date</td>
<td>This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>This will be auto-populated after you select the Class ID. You do not need to modify this section.</td>
</tr>
<tr>
<td>FTE</td>
<td>This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.</td>
</tr>
</tbody>
</table>
### Field Name | Enter...
---|---
Cost Allocation | Enter a valid account number Grants accounting string of General Ledger string). To search for an accounting string, click the magnifying glass to the right of the segment.

- Note: Please do not free-hand type in the account number at this time. Search for values to ensure cross validation rules are run for each accounting string.
- If you type the full account number, be sure to enter Xs for the part of the account number that isn’t being used; General Ledger vs. Grants Account.
- For example, if I have an account number, I would need to type the Xs in to the Project, Task, and Award fields. If I were to search for an account number, the system will fill in the Xs for you. If it's a new account you need to fill in all of the fields (with values and Xs as appropriate) and then click the create button. This creates a new cost code combination.
- The search may produce duplicate results. Pick one, it doesn’t matter which one you select as long as the accounting string is correct.
For any contract type relating to Staff, enter the following information. The fields in the Details section will change based on the Additional Compensation Type. When you see an asterisk * before a field, that denotes a required field.

### Field Name

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<tr>
<td>Amount</td>
<td>Enter the amount to be paid.</td>
</tr>
<tr>
<td>Cost Allocation</td>
<td>Enter a valid account number (Grants accounting string of General Ledger string).</td>
</tr>
</tbody>
</table>

### Effective Dates

Effective dates must start on the 1st day of the pay period and end on the last day of the pay period. Dates should follow the academic calendar for faculty. If you need to submit a retroactive request, use the current or next pay period start date and the regular end date.

The “Effective From” date will default to the first day of the next pay period.

1. Update the Effective From date as necessary
2. Enter an appropriate End Date.

To see the Payroll Calendar, right click on the hyper link and select Open in New Tab or Window.
For salaried employees, the 1st day of the pay period is always the 1st or 16th of the month. The last day of the pay period is always the 15th or last day of the month. For hourly paid employees, please refer to the payroll calendar for pay period dates.

**Edit and review transaction**

This is not the final confirmation screen. This screen shows an overview of your transactions. The table on this screen shows transactions occurring in the future only (if end date is later than current date), any new transactions being submitted for the next biweekly pay date will not show here if the end date is prior to today.

You can only submit one contract per transaction. Do NOT “Award New Compensation” from this screen. Only one item may be in the new status at a time. If you see more than one “NEW” item, click next and then cancel out of your transaction.

You can edit the transaction by clicking the Pencil Icon. If you do not wish to make any edits, click Next.

**View/Add Approvers and submit the transaction**

Use the following steps to submit the request:

1. Add any attachments here as needed.

2. If you would like to add an additional approver to the list, select Add Ad Hoc Approver and enter approver’s last name (last name, first name). This is a dynamic search, as you type, the list of names will populate for your selection. You can select where you want the approver to be added in the list of approvers.

3. Enter any comments to approver here. These comments will carry over to the approver’s email and worklist.

4. Select Submit when the record is ready to be submitted.
Tips and Timesaves

My List

You can add people to My List to save time and not have to search for them repeatedly. Once you have searched for an employee, click the check box next to their name to add them to your list. This is a static list, meaning that if an employee leaves or changes positions, they will remain on your list.

To access your list, click the My List link from the ICD home screen.

Save Search

If you find yourself updating ICD contracts for specific departments, you can create a saved search that will be a dynamic search, meaning that the list will update based on the employee assignment and status. From the home screen, click on Advanced Search and search for the group you would like to update.

Click on the drop down at the bottom of the search criteria to add another search field. Click Add to add that field to your search criteria. For this example we are using Department. When you type in the department number (organization number) the system will attempt to auto fill your selection. Click the Tab key on your keyboard to accept the information and advance to the next field, the Enter key will execute the search. Enter your search criteria and click Go. Once you get your desired results, click Save Search at the bottom right of the search results screen.
You will need to give your search a title. Enter the name and make any other updates to your criteria. When you are ready, click Apply.

You will then be taken to your list of Saved Searches. You can duplicate your search criteria, and you can Update or Delete an existing search. Click Apply to keep any changes you make.

To find the saved search, click the Advanced Search link and click the View button at the top right of the screen.

On the Views screen, use the drop down to run any saved search with the most up to date information.

Questions? Contact payroll@ohio.edu for assistance.