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 Inc... (omitted for brevity)

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)

Step 1: Locate employee

To log into the Oracle e-Business Suite (eBiz), go to www.ohio.edu/finance and select the Oracle e-Business Suite (e-Biz).

Navigate to OUHR Individual Compensation Distribution; click on Individual Compensation Distribution.

When you are logged in you will see only your subordinates listed on the main screen, but you can search for any employee. You can use the search bar to search for last names only.

Click on Advanced Search to search by first and last name or by department.

Enter the name of the employee and click the Action button.
**Step 2: Award New Compensation**

To begin, select the Award New Compensation Button.

<table>
<thead>
<tr>
<th>Compensation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
</tr>
<tr>
<td>Organization Email Address:</td>
</tr>
<tr>
<td>Manager:</td>
</tr>
<tr>
<td>Employee Number:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
</tbody>
</table>

**Select Additional Compensation Type**

Please select the appropriate compensation type for the employee in the drop-down menu above. Only compensation types that the employee is eligible for will be displayed. Descriptions of each compensation type can be found here.

**Important:** Please be certain that you have selected the correct compensation type prior to filling out any further sections of this page. Once you have entered ANY detail in the sections below, you MUST click cancel and start over if you need to change your selection.

Based on the compensation type selected, the Details section below will adjust to provide the information needed.

**Step 3: Details – Faculty Contracts**

For any contract types relating to Faculty and instruction, course information is required.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context Value:</td>
</tr>
<tr>
<td>Academic Term:</td>
</tr>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Credit Hours:</td>
</tr>
<tr>
<td>Cost Allocation:</td>
</tr>
</tbody>
</table>

1. Always select ICD from the Context Value drop down.
2. Enter the Class ID first to find the rest of the information. In this search, only courses assigned to that faculty member will appear.
3. Enter the Course Name.
4. Enter the Academic Term.
5. Enter the Appt Start Date.
6. Enter the Appt End Date.
7. Enter the Credit Hours.
8. Remember to enter a valid account number for the Cost Allocation field.

**Step 3: Details – Staff Contracts**

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.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context Value:</td>
</tr>
<tr>
<td>Justification:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Cost Allocation:</td>
</tr>
</tbody>
</table>

1. Always select ICD
2. Justification or reason for the payment
3. Amount is the total amount being paid
Step 4: Cost Allocation

Cost Allocation is necessary to process the contract. 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.

In the upcoming week you will be able to free hand enter the account numbers into the Cost Allocation field. 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.

Step 5: Effective Date

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.

Always uncheck the Ongoing check box. 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.

Note: Employee Recognition Awards do not have an Ongoing Check box. Since they are a one time payment, it is unnecessary.
**Step 6: Future and Ongoing Transactions**

This screen shows and overview of your transactions. Always click Next on this screen, if you start a new award from this screen the request will error out and not be completed. 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.

If you see more than one “NEW” item, click next and then cancel out of your transaction. Only one item may be in the new status at a time. Click Next and cancel the multiple transactions on the next screen. This is not the final confirmation screen.

Click Next and then Submit to submit the transaction.

**Step 7: Ad Hoc Approvers and Confirmation**

Use the following steps to submit the request.

1. Add any attachments here as needed.
2. To add an Ad Hoc approver, 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 record is ready to be submitted.
**Step 8: 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.

**Step 9: 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.
**Step 9: Save Search, continued**

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 search later, 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 or call the Employee Service Center at 740.593.1636 for assistance.