Individual Compensation Distribution (ICD) Training

December 2017
Agenda

• Introduction
• What is ICD?
• Initiator Process
• Approver Process
• Conclusion
Course Objectives

By the end of this course you will be able to:
• Define ICD and how it is used at Ohio University.
• Determine how to initiate an ICD contract.
• Describe the approval process for ICD contracts.
• Describe new contract types and where to find reference materials.
• Define Payroll calendar dates and where to find them.

The term “contract” used in the following document is referring to the process of creating a payment outside of the employee’s primary salary.
Why Should You Be Excited For ICD?

New processes in ICD

All employee types can be entered in ICD (not limited to Faculty and Admin)

Employee recognition is automated, not a paper process

Supervisors will approve contracts relating to Academic Term Pay, Over Loads, and Employee Recognition Awards now

Improved reporting

Over Load requests > 25% of base pay route to Provost office for approval
What is ICD?
Lesson Objectives

By the end of this lesson you will be able to:
• Define what ICD is and the components of the system.
Individual Compensation Distribution

Individual Compensation Distribution (ICD):

• Will be used in place of EMS to submit contracts.
• Tracks individual compensation through pay elements such as additional pay, overload contracts, and employee recognition awards.

• Additional Tools:
  • FTE Calculation
  • 2018 Annual Payroll Calendar
  • 2017/18 Bi-weekly Calendar
  • Pay Elements

• The term “contract” used in the following document is referring to the process of creating a payment outside of the employee’s primary salary.
Pay Elements

- **Academic Term Pay** - Short-term (less than 9 months) teaching appointment for a part-time or temporary individual to teach a class or classes. Individuals may have multiple part-time teaching appointments from different campuses or departments. Payment should be paid by the semester.

- **Additional Salary Faculty** - Payment to faculty who perform an administrative function for ongoing work that follows their academic year pay for duties beyond teaching, typically 9-month term. Both full-time and part-time faculty are eligible for this type of additional compensation.

- **Additional Pay Short Duration Faculty** - Payment to faculty who perform an administrative function for ongoing work for a period, less than a full academic year. Both full-time and part-time faculty are eligible for this type of additional compensation.

- **Fiscal Increment** – Payment to Chairs, Deans or Directors made on a fiscal year basis. This type of additional compensation is only eligible to full-time faculty or Deans, and is raise pool eligible.

- **Part-Time Contract Pay** - Short-term (less than 9 months) administrative (non-teaching) appointment for an individual to perform administrative duties. Typically used for Group III faculty and administrative, student RAs or graduate students.
Pay Elements, continued

- **Instructional Overload** - Additional duties of an academic nature to be performed by a full-time University employee. Employee can be Classified, Administrative, or Faculty. Any additional duties performed by a full-time faculty member on an academic appointment during the academic year are overload appointments. Summer duties would not be considered overload for an academic faculty member. Any additional duties performed by employees on a fiscal year appointment would be considered overload. All overloads are paid out as part of the normal pay cycle for the individual over the period of time in which the assignment will be completed. Total of all combined overloads cannot exceed 25% of base salary within a fiscal year without Provost Office approval. Can include payment for course development, grading and advising/mentoring if advisor is a faculty member.

- **Non-Instructional Overload Faculty** - Payments made to faculty who perform administrative functions. Total of all combined overloads cannot exceed 25% of base salary within a fiscal year without Provost Office approval. Examples of activities could include professional/consulting services outside of the scope of the primary position; attending a conference, program or event for professional development, program review. Only full-time faculty are eligible for this type of additional compensation.
Pay Elements, continued

- **Summer Research** - Amount paid for faculty members conducting research in the summer.
- **Summer Term Pay** - Amount paid to a faculty member for teaching summer courses for a department. Only available to faculty with a 9 month primary appointment.
- **Employee Recognition Award** – May be used as incentives or as recognition of an employee’s one-time, exceptional achievement. Rewards and recognition are used to improve performance, motivate employees, build confidence and increase employee retention. May not exceed $3000 per fiscal year without prior approval. See Policy 40.011 for more details.
- **Contract Pay** – Payment for Program employees only.
- **Early Retiree Pay** - Amount paid to an early-retired faculty member for their normal term of teaching per their retirement agreement.
- **Additional Salary Administrative** – Payment for additional duties/assignments that are administrative in nature but not included in the general job description. Payment for additional salary will follow their regular scheduled pay as defined by the employee’s appointment duration, must be non-teaching related and approved in advance by Compensation.
- **Additional Pay Short Duration Administrative** - Payment for additional duties/assignments that are administrative in nature but not included in the general job description for a period less than the full fiscal year, must be non-teaching related and approved in advance by Compensation.
Lesson Summary

- ICD will be used in place of EMS to submit contracts going forward.
- Pay element definitions can be found in ICD and on the HR website.
- Tools to help you through this new process:
  - FTE Calculation
  - 2018 Annual Payroll Calendar
  - 2017/18 Bi-weekly Calendar
  - Pay Elements
Initiator Process
Lesson Objectives

By the end of this lesson you will be able to:

• Determine when to use specific types of ICD contracts
• Discuss adding Ad Hoc approvers and steps to submit a contract.
Log In

• Log in with your Ohio ID and Password.

• Navigate to the Individual Compensation Distribution module
Search for Faculty or Staff Member

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.

OR

Enter the name of the employee and click the action button.
Award New Compensation – Example 1

• Click on Award New Compensation button

• Select the Type from the drop down menu – options will change based on whose record you are updating.

• Note: Descriptions of compensation type can be found by clicking the link in the text.
Details

1. Always select ICD
2. Justification or reason for the payment
3. Amount is the total amount being paid

- To search for an accounting string, select the magnifying glass next to the segment.
- From the search window select Description to search for any accounting segment with specific wording.
- If General Ledger (GL) string is entered, the grants segments should be populated with Xs; Likewise, if the Grants accounting string is used, the GL segments should be populated with Xs.
- Cost allocation is a required field but does not have an asterisk denoting that it is required.
Effective Date

If the ongoing checkbox is displayed, it must always be unchecked.

To select the Effective Date select the calendar icon.

To see when the applicable pay period would be for this, click “here” to view the payroll calendar.

Academic calendar is also listed for your convenience, please do not make dates retroactive.
Effective Date Requirements vs. Appointment 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
  • If you need to submit a retroactive request, use the current or next pay period start date and the regular end date.

• Appointment Dates are when the work is actually completed.
Future and Ongoing Transactions

- **Overview screen – Always click Next.**
- **It shows transactions occurring in the future only (end date is later than current date).**
- 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.
- You will get an error if you have more than one item in New status. 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.
- Note: New transactions being submitted for the next biweekly pay date will not show here if the end date is prior to today.

Note: This table contains only transactions occurring in the future. If the transaction has an effective end date prior to today, it will not show in this table.

<table>
<thead>
<tr>
<th>Effective</th>
<th>End Date Type</th>
<th>Value</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-DEC-2017</td>
<td></td>
<td>Employee Recognition Award, 1,500.00</td>
<td>New</td>
</tr>
</tbody>
</table>

**TIP:** If you need to make changes to a transaction in PROCESSED status, please contact Payroll.

**WARNING:** Transactions in NEW status have not yet been submitted. Please press the Next button, and then Submit when you are ready to submit the transaction.
1. Add any attachments here
2. To add and Ad Hoc approver, select Add Ad Hoc Approver and enter approver
3. Enter any comments to approver here.
4. Select Submit when record is ready to be submitted.
Award New Compensation – Example 2

- For this example let’s look at Instructional Over Load.
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.
Search Class ID

1. Use Quick Select to choose the course – OR –
2. Select the radio button and Select to choose the course
Effective Date

This Transaction Occurs Every Payroll Period Until The End Date.

Effective From: 27-Nov-2017

* End Date

Ongoing

IMPORTANT: With the exception of Employee Recognition Award requests, all transactions must have an effective from and end date.
Please uncheck the "Ongoing" check box and enter an effective from and end date. The end date must be the last day of the applicable pay period. Click here to view the payroll calendar.

Note: Academic contracts should normally follow the academic calendar (see below). However, please do not use past start dates for retro-active requests. Please use the current or next pay period start date (see link above).

Fall Semester: Aug. 16 - Dec. 31
Spring Semester: Jan. 1 - May 15
Summer 1: May 16 - Jun. 30
Summer 2: Jul. 1 - Aug. 15
Fall Summer: Aug. 16 - Aug. 15

Deselect the Check Box next to Ongoing
Lesson Summary

• Options for awards vary based on employee eligibility (i.e., non-early retirees will not see early retiree pay options).
• Always select ICD as the Context Value.
• Ensure that XXXXX are in place of numbers not needed in the account string.
• If you see more than one New item in the Future and Ongoing Transactions, click next and then cancel both transactions to avoid an error.
Approver Process
Lesson Objectives

By the end of this lesson you will be able to:
• Define the approval process for ICD contracts.
Approver Process

• Approvers were set up in FARM for ICD.
• Each approver has FOUR days to complete a request, if FOUR days elapses without receiving an approval or rejection, the request will be sent to the Escalated Approver.
• Approvers can approve or reject requests from email, similar to Absence Management.
• Ad Hoc approvers can be added to the pre-defined approvers, pre-defined approvers cannot be deleted.
### Approvers Response Options

- Select Request Information to get additional information from the requestor as needed.
- Select Delegate if you would like to delegate the approval to someone else.
- To approve the request, click the Approve button.
- To reject the request, click the Reject button.
Lesson Summary

• Approvers have FOUR days to approve, reject, or request more information on each new ICD request.

• If the initial approver doesn’t respond within FOUR days, the request will be escalated to the escalated approver.

• Ad Hoc approvers can be added to the pre-defined approvers, pre-defined approvers cannot be deleted.
Conclusion
Course Objectives

You are now able to:

• Define ICD and how it is used at Ohio University.
• Determine how to initiate an ICD contract.
• Describe the approval process for ICD contracts.
• Describe new contract types and where to find reference materials.
• Define Payroll calendar dates and where to find them.
Next Steps

• Go Live with FSE - December 12
Resources

- HR Training Website
Questions?
Thank You!