



## Purpose

The purpose of this document is to teach users how to approve any additional compensation requests.

NOTE: Each approver has 4 calendar days to respond to a request before it times out and is escalated to the Escalated Approver.

**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)

## Approving via Email

After a request for additional compensation has been submitted, as an approver you will receive an email alerting you that a request is awaiting your review. You have the option of approving, rejecting, or requesting more information directly from your email. When you click the link to approve, reject, or request more information, an email message will open. To include a Note with your response, click the insertion point in between the single quotation marks. Enter your Comment text and click Send. NOTE: Do not reformat the message or remove the NID# at the bottom.

OU ICD Employee People Group Faculty | Retiree | STRS | STRS | |

If you have any questions or problems, please contact: [payroll@ohio.edu](mailto:payroll@ohio.edu)

### Action History

Sequence	Name	Action	Date	Notes
1		Submit	15-Nov-2017 16:29:59	
2		Pending		

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

NOTE: An employee should not approve his/her own ICD requests. Please delegate to your Planning Unit Escalated Approver or your Supervisor according to your department process.

## Approving via Worklist

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

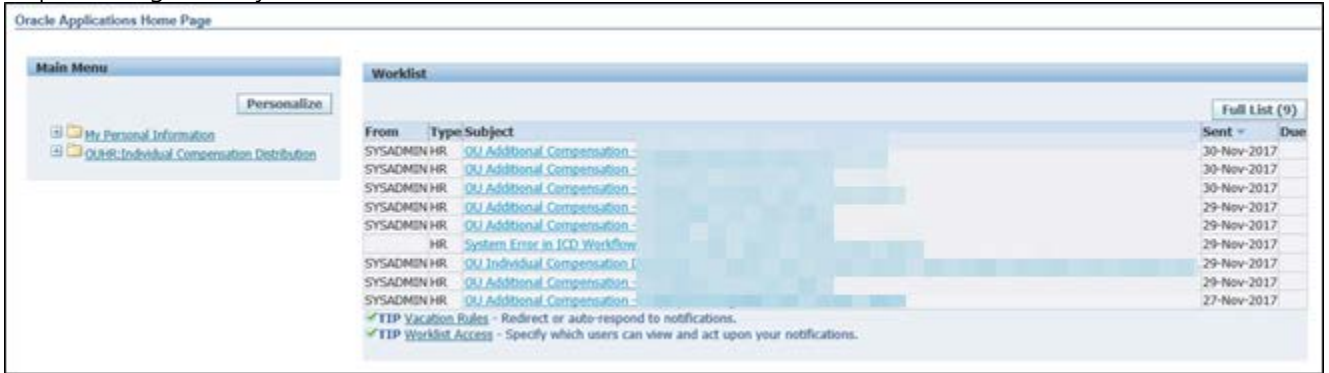
[OHIO](#) » [Finance](#)

The screenshot shows a grid of application icons with the following labels:

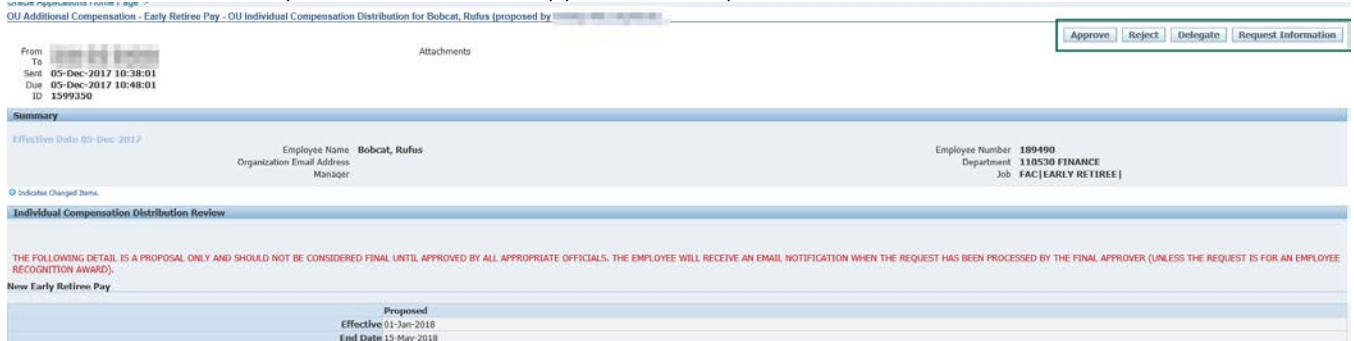
- BobcatBUY
- Concur
- Oracle e-Business Suite (e-Biz)** (highlighted with a green box)
- My Personal Information
- PaymentNet
- Online Graduate Appointments (OGA)
- PeopleAdmin
- Oracle Business Intelligence (OBI)
- Workforce



- Once you have logged in to Oracle, your worklist can be found in the middle of the screen. This worklist will include anything from MPI and ICD needing approval. Click the link to review the request assigned to you from the worklist.

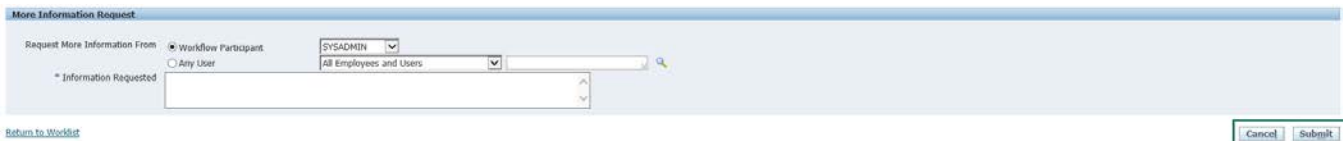


- When the request opens, you have the option to Approve, Reject, Delegate, or Request Information. If you do not feel you should be the approver for a specific request, select Delegate and send it to the person who should approve the request.



## Requesting Information

- If you need more information, click the Request Information button.
- From the More Information screen, select who to send the information request to, workflow participant or any user. Search by last name for the appropriate person and enter your request in the More Information field
- Click the Submit button.





## Vacation Rules

As a supervisor, if you know that you will be out of the office for a specific period of time, you may reassign ICD requests to another OHIO employee using Vacation Rules. Your delegate will respond to notifications on your behalf during your specified absence. You will not receive an email notification when an employee on your team enters an ICD request.

1. If you are going on vacation and need to have a backup approver, select the Vacation Rules link from your worklist.

Worklist					
				Full List (9)	
From	Type	Subject	Sent	Due	
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Employee Recognition Award - Riffle, Misty</a>	30-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Early Retiree Pay - Bobcat, Rufus</a>	30-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Employee Recognition Award - Bobcat, Rufus</a>	30-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Early Retiree Pay - Bobcat, Rufus</a>	29-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Academic Term Pay - Bell, Liberty</a>	29-Nov-2017		
HR		<a href="#">System Error in ICD Workflow. Error item type: HRSSA. Error item key: 624662.</a>	29-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Individual Compensation Distribution for Bobcat, Rufus has been approved. These changes are effective from 29-NOV-2017.</a>	29-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Early Retiree Pay - Bobcat, Rufus</a>	29-Nov-2017		
SYSADMIN HR	HR	<a href="#">OU Additional Compensation - Employee Recognition Award - Barlow, Jewell</a>	27-Nov-2017		

**TIP** Vacation Rules - Redirect or auto-respond to notifications.  
 **TIP** Worklist Access - Specify which users can view and act upon your notifications.

2. Click the Create Rule button.

Oracle Applications Home Page >

Vacation Rules

**Create Rule**

**Rule Name**

You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.

[Return to Worklist](#)

3. From the drop down, select what type of notifications you would like your backup to receive. Click Next to go to the next step.

**Vacation Rule: Item Type**

Select the type of notification that will activate this rule.

Item Type **--All--**

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#)

4. Enter the Start and End dates (leave blank for no end date) as well as select your delegate. Click Apply to complete the vacation rule.

Vacation Rule: Response

\* Indicates required field

Item Type **All**

Notification **All**

\* Start Date 04-Dec-2017 14:57:53

End Date

Message

Delegate **All Employees and Users**

Cancel Back Step 3 of 3 **Apply**



Worklist Access

Delegation is to entrust a task or responsibility to another person. As a supervisor, you may want to reassign ICD requests to another person or Delegate.

NOTE: An employee should not approve his/her own ICD requests. Please delegate to your Planning Unit Escalated Approver or your Supervisor according to your department process.

- 1. To grant access to your worklist, select the Worklist Access link.

Worklist table with columns: From, Type, Subject, Sent, Due. Includes rows for various compensation requests and system error messages.

- 2. Click the Grant Worklist Access button.

Oracle Applications Home Page > Worklist Access. The following users have access to view and act upon your worklist. Grant Worklist Access button highlighted. Table with columns: Name, Description. No results found.

- 3. Select the name of who you would like to share your worklist with. You must select a start date to share your worklist, leaving the end date blank leaves the end date open. Click Apply to finalize sharing your worklist.

Form for granting worklist access. Fields include: Name (All Employees and Users), Description, Start Date (04-Dec-2017), End Date, Grant Access to (All Item Types selected). Buttons for Cancel and Apply are present.

Questions? Contact payroll@ohio.edu for assistance.