



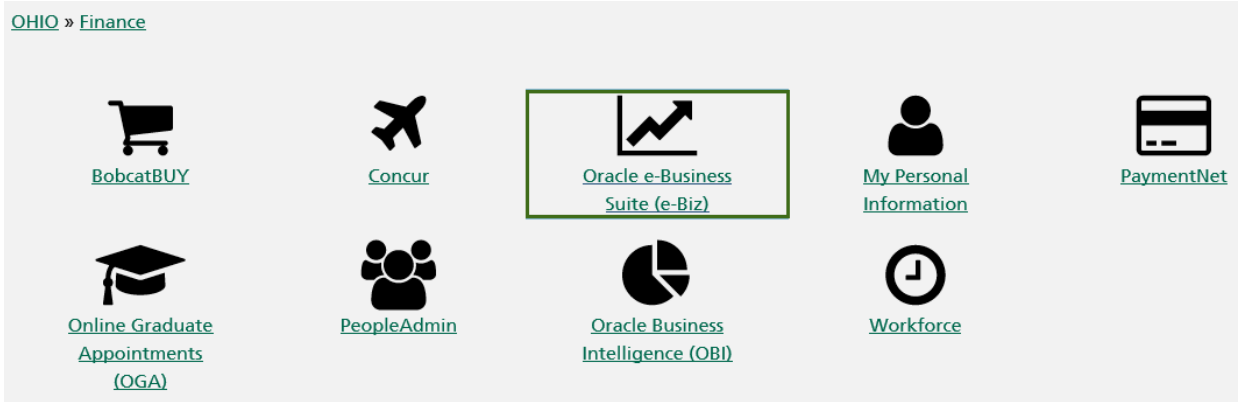
Purpose

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](#).

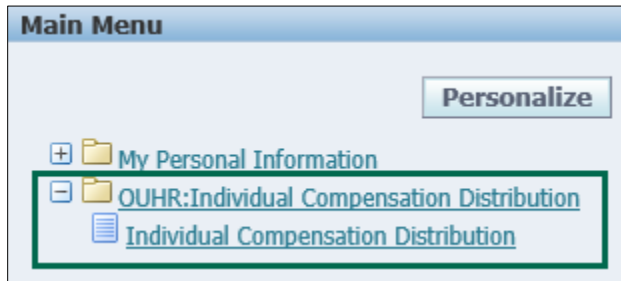
Supported Browsers: *Make sure pop-ups are enabled*
Windows: Internet Explorer 11 & Firefox ESR (latest version — updated automatically by Mozilla)
Macintosh: Safari 4.0+ & Firefox ESR (latest version — updated automatically by Mozilla)

Locate Employee

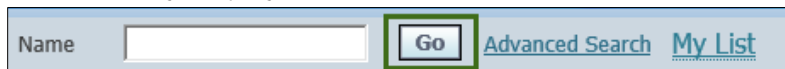
1. To log into the Oracle e-Business Suite (eBiz), go to [Finance website](#) and select the [Oracle e-Business Suite \(e-Biz\)](#).



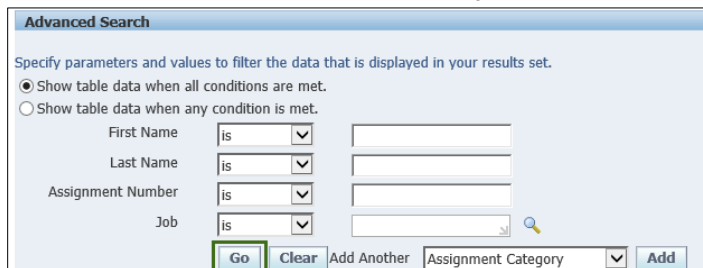
2. Navigate to OUHR Individual Compensation Distribution; click on Individual Compensation Distribution.



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.





- Click the Action button next to the employee to select.

Select Name	Assignment Number	Job	Department	Action
<input type="checkbox"/>	000000	ADMIN[IC 3]FENBUSBDGET	21060 CAPITAL PROJECTS FINANCE GROUP	[Action Icons]
<input type="checkbox"/>	000000	FAC[TENURE TRACK]	04190 PHYSICS ASTRONOMY	[Action Icons]
<input type="checkbox"/>	000000	FAC[TENURE TRACK]	09031 THEATER	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 4]ADMINMGMTGEN	09010 DEAN FINE ARTS	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 2]MEDPRODMEDCOM	24050 UNIV COMM MARKETING	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 3]FENBUSBDGET	06010 DEAN COMMUNICATIONS	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 2]EDUCOMMUNITY	11010 DEAN HLTH SCNCES PRFSNS	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[M 3]ITINFRASTRUCTURE	30040 INFO & LEARNING TECH	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 3]ATHCOACH#FOOT	01760 FOOTBALL	[Action Icons]
<input type="checkbox"/>	000000	ADMIN[IC 2]ENRSRVCADMREC	33020 ADMISSIONS	[Action Icons]

Award New Compensation

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



- Next, select which type of compensation from the drop down menu.
NOTE: You will only see compensation types that employee is eligible to receive.

Compensation Details

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization Email Address: [Redacted] Department: [Redacted]
 Manager: [Redacted] Job: [Redacted]

Select Additional Compensation Type

* Type: [Instructional Over Load]

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.

Details Screen – Example for Faculty Contracts

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

Details

Context Value: [ICD] [Compensation Award](#)

* Justification: [Instructional Overload]

2 Course: [Ger1110]

* Amount: [4500.00]

Jurisdiction: [Athens]

1 Class Id: [Fall Semester 2017-18|Elementary German I|GER1110|105|LEC|E||28-AUG-2017|16-DEC-2017|4]

3 Academic Term: [Fall]

Appt Start Date: [28-Aug-2017] 4

5 Appt End Date: [16-Dec-2017]

Credit Hours: [4] 6

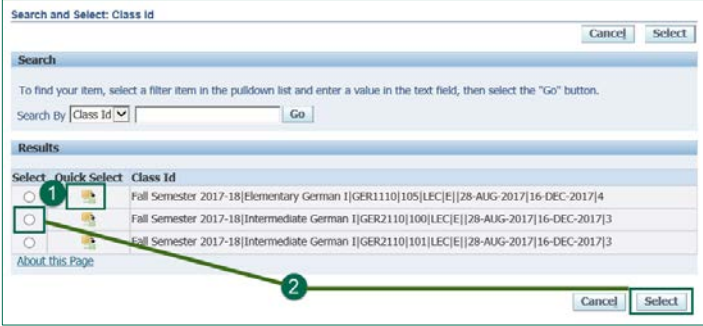
FTE: [.25]

Cost Allocation: [10-100000-100210-0000-10-7011] [ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD](#)

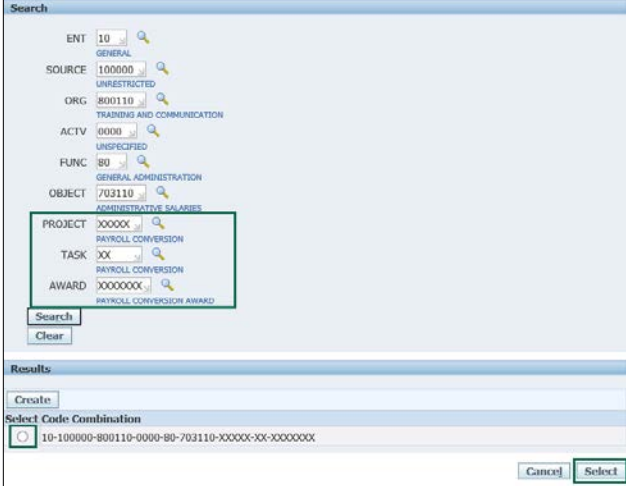


Individual Compensation Distribution (ICD) Initiator Quick Reference Guide

Remember to enter a valid account number for the Cost Allocation field

Field Name	Enter...
Contact Value	ICD is the default value in this drop down. Do not change this value.
Justification	This should match the additional compensation type selected on the previous screen. You will have to manually type this.
Class ID	<p>Entre 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.</p> <ul style="list-style-type: none"> • Use Quick Select to choose the course – OR – • Select the radio button and Select to choose the course  <p>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.</p>
Course Name	This will be auto-populated after you select the Class ID. You do not need to modify this section.
Amount	Enter the amount to be paid.
Jurisdiction	
Academic Term	This will be auto-populated after you select the Class ID. You do not need to modify this section.
Appt State Date	This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.
Appt End Date	This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.
Credit Hours	This will be auto-populated after you select the Class ID. You do not need to modify this section.
FTE	This will be auto-populated after you select the Class ID. You can manually modify this field if necessary.



Field Name	Enter...
Cost Allocation	<p>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.</p>  <ul style="list-style-type: none"> • <i>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.</i> • <i>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.</i> • <i>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.</i> • <i>The search may produce duplicate results. Pick one, it doesn't matter which one you select as long as the accounting string is correct.</i>



Details Screen – Example for 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.

The screenshot shows the 'Details' section of the ICD system. It contains the following fields:

- Context Value:** A dropdown menu with 'ICD' selected. A green circle with the number '1' is next to it.
- * Justification:** A text input field containing 'employee recognition award'. A green circle with the number '2' is next to it.
- Course:** An empty text input field.
- * Amount:** A text input field containing '1500.00'. A green circle with the number '3' is next to it.
- Cost Allocation:** A text input field containing '10-100000-800110-0000-80-7031'. A green circle with the number '4' is next to it. Below the field is a search icon and the text 'ENT-SOURCE-ORG-ACTV-FUNC-OBJECT-PROJECT-TASK-AWARD'.

Field Name	Enter...
Contact Value	ICD is the default value in this drop down. Do not change this value.
Justification	This should match the additional compensation type selected on the previous screen. You will have to manually type this.
Amount	Enter the amount to be paid.
Cost Allocation	Enter a valid account number (Grants accounting string of General Ledger string).

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.

The screenshot shows the 'Effective Date' screen. It includes the following information:

- Header:** Effective Date
- Text:** This Transaction Occurs Every Payroll Period Until The End Date.
- Fields:**
 - Effective From: * 16-Jun-2018
 - * End Date: *
- IMPORTANT:** With the exception of Employee Recognition Award requests, all transactions must have 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).
- Payroll Calendar:**
 - Fall Semester: Aug. 16 - Dec. 31
 - Spring Semester: Jan. 1 - May 15
 - Summer 1: May 16 - Jun. 30
 - Summer 2: Jul. 1 - Aug. 15
 - Full Summer: May 16 - Aug. 15



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.

Future and Ongoing Transactions

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.

Effective	End Date	Type	Value	Status	Update/View
16-JUN-2018		Employee Recognition Award	1,500.00	New	

TIP If you need to make changes to a transaction in PROCESSED status, please contact Payroll.
If you need to make changes to a transaction in AWAITING APPROVAL status, please notify the approver that the request should be rejected so that a corrected request can be submitted.

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.

[Cancel](#) [View History](#) [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.

Additional Information

Attachments
To help processors understand the request, you can attach supporting documents, images, or links to the action.
[New](#) [Add](#) 1

Default Approver	Approver Type	Category	Status	Delete
Ohio Davis, Amanda	HR People	Approver		
Ohio Galbreath, Hinda	HR People	Approver		
Ohio Payne, Tina	HR People	Approver		
Ohio Masal, Dealy	HR People	Approver		
Ohio Simons, Kevin	HR People	Approver		

[Add Ad Hoc Approver](#) 2

Comments to Approver
 3

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#) 4



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.

The screenshot shows a search results interface. At the top, there is a 'Select Person:' dropdown menu with 'Add To My List' selected. Below this are links for 'Select All' and 'Select None'. A table with a 'Select Name' dropdown is shown, containing several rows of employee information. The first row has a checked checkbox, and the 'Add To My List' button is highlighted with a green box. At the bottom, another 'Select Person:' dropdown with 'Add To My List' is visible.

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

The screenshot shows a search bar with a text input field containing 'smith', a 'Go' button, and two links: 'Advanced Search' and 'My List'. The 'My List' link is highlighted with a green box.

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.

The screenshot shows a search bar with a text input field, a 'Go' button, and two links: 'Advanced Search' and 'My List'. The 'Advanced Search' link is highlighted with a green box.

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.



Individual Compensation Distribution (ICD) Initiator Quick Reference Guide

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

First Name

Last Name

Assignment Number

Job

Department 01760 FOOTBALL

Select Person:

Select All	Select None	Select Name	Assignment Number	Job	Department	Action	
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 4	JATHCOACHFOOT	ADMINIC 4	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHADMINOPS	ADMINIC 3	JATHADMINOPS	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 4	JATHCOACHFOOT	ADMINIC 4	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	<input type="checkbox"/>	ADMINIC 3	JATHCOACHFOOT	ADMINIC 3	JATHCOACHFOOT	01760 FOOTBALL	<input type="button" value="Print"/> <input type="button" value="Refresh"/>

Select Person:

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.

Create View

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.

General Properties

* View Name:

Number of Rows Displayed:

Set as Default

Column Properties

Update the appropriate column attributes as desired.

Columns Shown and Column Order

Available Columns	Columns Displayed
Assignment Category	Name
Assignment Status	Assignment Number
Business Group	Job
Contingent Worker Number	Department
Derived Locale	Action
Email Address	Detail: Layout

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.

Personalize Views

Below is a list of all pre-configured and/or personalized views applicable to "People" table on the previous screen. Pre-configured views are read only. Duplicate a pre-configured view to see its definition or to create a variation of the same.

Select View:

Select View Name	Description	Display View	Default	Update	Delete
<input type="radio"/> Instructions		<input type="checkbox"/> Yes		<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="radio"/> Test		<input type="checkbox"/> Yes		<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="radio"/> Football		<input type="checkbox"/> Yes		<input type="button" value="Update"/>	<input type="button" value="Delete"/>

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

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

First Name

Last Name

Assignment Number

Job

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.