

Quick Reference Guide: How to Submit an Individual Compensation Plan



Purpose:

This Quick Reference Guide will provide the steps on how to submit an Individual Compensation Plan (ICP) in WaveWorks. The ICP is equivalent to one-time payments in the legacy system and can be created for Tulane employees only (including faculty, staff, student workers). The current ICP options in WaveWorks are comparable what was previously available for supplemental payments for additional duties, teaching, awards, bonuses, retirement supplements, and housing reimbursements, in addition to recurring payments. The ICP approval workflow is based on the type of Tulane employee (staff, faculty or student workers) and includes the RASU department in the workflow for Sponsored Projects. While collaborators cannot be added to an ICP, approvers can reassign tasks or add assignees for review and approval as needed.

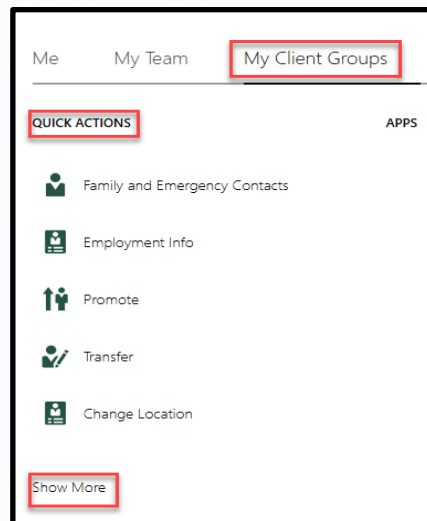
When completing an ICP in WaveWorks, use the Override Project field for sponsored or non-sponsored project charges and the GL Alias field for general ledger charges (these always begin with the prefix "GL"). A funding source is required when entering ICP details. **For multiple funding sources, submit separate ICPs for each account number.** ICPs should not be requested on sponsored projects for pay periods ending after the project end date.

Don't have the correct role to complete an ICP? Create a WaveWorks ServiceNow ticket to request the missing role and include justification.

Terms	Definitions
GL Alias	Use GL Alias field when charging a general ledger project.
Options 1, 2, 3, 4, 5	Use when multiple funding sources or multiple ICPs in same pay period.
Options S	Use when paying in lump sum (e.g. Stipend SR Pay S)
Override Cost Center Program	Used by departments when they have specific needs to separate track activities specific to their departments.
Override Project	Use Override Project field to charge the ICP to a sponsored or non-sponsored project.
Override University Activity	This will be defaulted in when the GL Alias is chosen.

Step-by-Step:

1. Navigate the **My Client Groups** tab and select **Show More** under **Quick Actions**. *Line Managers will use My Team>Quick Actions>Show More.*



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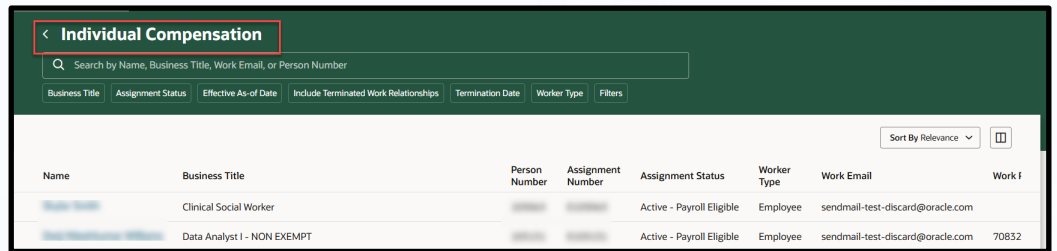


2. **Line Managers** should navigate to **My Team > Compensation > Individual Compensation** icon. **HR Department Administrators** and **ICP Requestors** should use **My Client Groups > Compensation > Individual Compensation**.

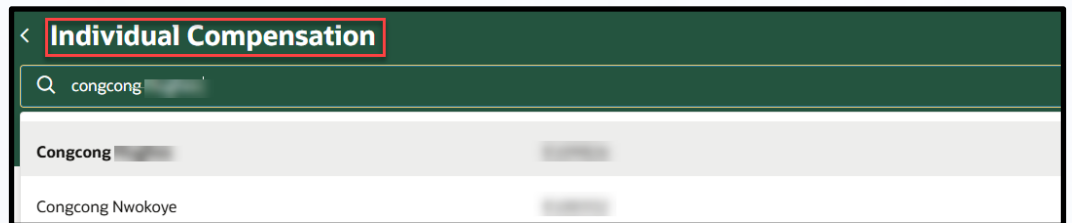


3. The **Individual Compensation** page displays.

Note: the following steps are the same whether you are a Line Manager, ICP Requestor or HR Department Administrator.



4. Select or search for the **Tulane employee** to begin the ICP.



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5. The **Additional Compensation** page displays. The Manager can see current ICP initiated for the employee. Click the **Add** button to start entering details for the ICP.

TULANE UNIVERSITY

Individual Compensation

Additional Compensation
Congcong Nwokoye, Nurse Manager

+ Add

Awards & Bonuses

Bonus
03/19/2026

Value
GL556245

Processing Type
Once

6. Once the page displays, select the **Plan** for the ICP to populate additional fields.

Additional compensation

Plan

Option

Additional pay

Awards & Bonuses

Expatriate COLA

Imputed Earnings

Supplemental Pay



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7. Select the appropriate **Option** for that plan.

Note: each plan has its own unique options.

The screenshot shows the 'Additional compensation' form. The 'Plan' dropdown is set to 'Additional pay'. The 'Option' dropdown is open, showing a list of options: 'Additional Pay 1', 'Additional Pay 2' (highlighted with a red box), 'Additional Pay 3', 'Additional Pay 4', 'Additional Pay 5', and 'Additional Pay 5'. A red warning message is visible: 'Please enter Alias OR Override project. Override University Activity will be used only for GL Projects. PPM projects do not use these values.'

8. Additional fields will populate automatically, including the **Ongoing** toggle, which should remain selected even for a single payment.

For a single payment, enter the same amount for both **Amount per Pay Period** and **Total Amount** fields; for recurring payments, enter the per-pay amount and the total to be paid over time (for example, \$1,000 per pay period and \$2,000 total for two pay periods). The start date defaults to the system date but can be adjusted as needed.

The screenshot shows the 'Additional compensation' form with the following fields populated: 'Plan' is 'Additional pay', 'Option' is 'Additional Pay 2', 'Start Date' is '03/31/2026', and the 'Ongoing' toggle is checked. Other fields include 'Amount Per Pay Period', 'Total Amount', 'Reason For Pay', 'Comments', 'GL Alias', 'Cost Center Details', 'Override Cost Center Program', 'Override University Activity', 'Override Project', 'Project Details', and 'Tasks' (set to 'T01'). A red warning message is present: 'Please enter Alias OR Override project. Override Cost center program and Override University Activity will be used only for GL Projects. PPM projects do not use these values.' The form also includes an 'Attachments' section with a 'Drag and Drop' area and a 'URL' field with an 'Add URL' button. 'Cancel' and 'Save' buttons are at the bottom right.



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- 9. Select **Reason For Pay** for this type of ICP.

The screenshot shows the 'Additional compensation' form. The 'Reason For Pay' dropdown menu is highlighted with a red box and is open, showing two options: 'Additional Teaching Payment' and 'Additional Duties'. Other fields include Plan (Additional pay), Option (Additional Pay 2), Start Date (03/31/2026), End Date (03/31/2026), Amount Per Pay Period (USD 1,000.00), Total Amount (USD 1,000.00), and an Ongoing toggle switch.

- 10. Enter **Funding Source**. You must enter either the **GL Alias** or **Override Project**. If you enter a sponsored or non-sponsored project in the override project field, please ensure that the project will not end for the duration of the payments.

The screenshot shows the 'Additional compensation' form. The 'GL Alias' dropdown menu is highlighted with a red box and is open, showing 'GL Alias' as the selected option. The 'Override Project' dropdown menu is also highlighted with a red box. Other fields include Plan (Additional pay), Option (Additional Pay 1), Start Date (04/14/2026), End Date (04/30/2026), Amount Per Pay Period (USD 1,000.00), Total Amount (USD 1,000.00), and an Ongoing toggle switch.



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- 11. Ensure the correct GL Alias account is selected.


Add a brief comment (up to 60 characters) and attachments* or URLs as needed, then click **Save**.

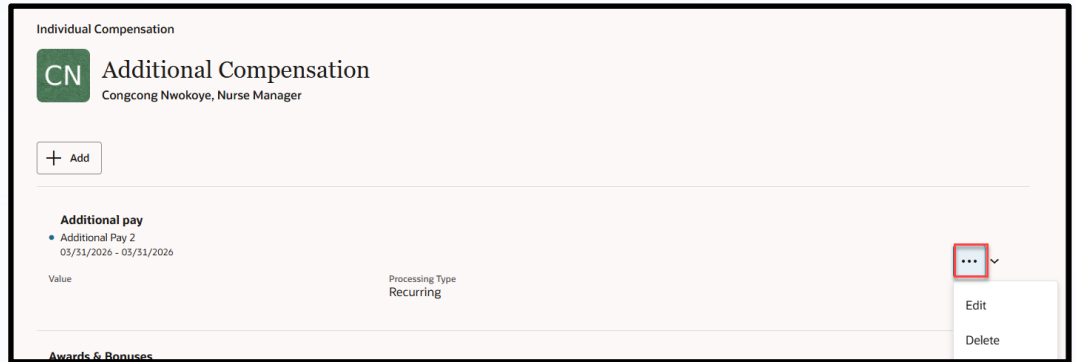
Best Practice: Attach only person-related documents (e.g., offer letters, CVs, Postdoc IDPs), as these become part of the person's **Document Record and are visible to the individual. Do not upload email chains or sensitive/confidential information.*

- 12. After clicking **Save**, select **Continue** to access a second attachment section for request-related supporting documents, including email chains if needed. Documents uploaded here do *not* become part of the person's Document Record.

Avoid uploading sensitive or confidential information.



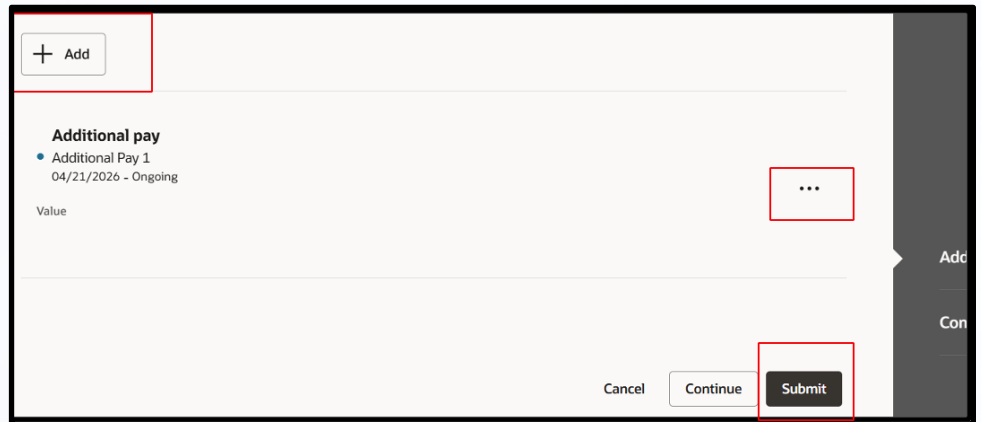
13. Click the down arrow () to view the compensation details. Click the (...) icon to **Edit** to view and edit details or **Delete** if needed.



14.

15. Click the **Submit*** button if complete.

Note: If you have **multiple funding sources, **do not** click **Submit**. Select **Add** to enter remaining ICPs using steps outlined above.*



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16. Be sure you do not use the same ICP **Option** or you will get an error (for example, if you used Additional Pay 1 previously for employee/funding source, use Additional Pay 2 option for additional ICP funding source).

Once all remaining ICPs are entered for the multiple funding sources, click **Submit**.

The screenshot shows a form with two entries under the heading 'Additional pay'. Each entry includes a bullet point, the text 'Additional Pay 1' and 'Additional Pay 2' respectively, and a date '04/23/2026 - Ongoing'. Below each entry is a 'Value' field. At the bottom right of the form, there are three buttons: 'Cancel', 'Continue', and 'Submit'. The 'Submit' button is highlighted with a red box.

Additional Notes: For the **Gross Up Bonus/Award** transactions, only the **Net Amount** field needs to be entered.

The screenshot shows a table titled 'Entry Values' with a red box around the 'Correct' section. The table has columns for 'Amount' and 'Net'. The 'Incorrect' section shows 'Amount' as 300.00 and 'Net' as 300.00. The 'Correct' section shows 'Amount' as blank and 'Net' as 300.00, with the '300.00' value highlighted by a red box.

Incorrect	
Amount	300.00
Net	300.00

Correct	
Amount	
Net	300.00

