

# 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.

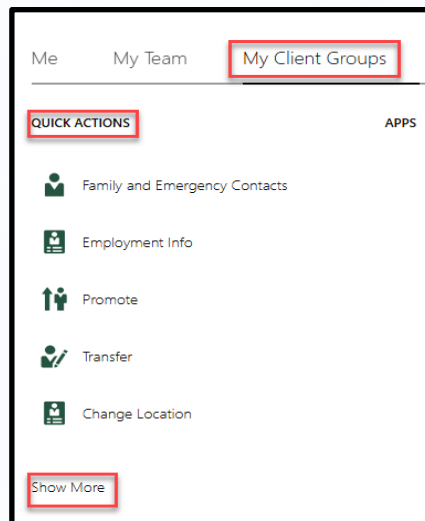
When completing an ICP in WaveWorks, use the Override Project field for sponsored or non-sponsored project charges and the GL Alias field for general ledger charges (these always begin with the prefix "GL"). A funding source is required when entering ICP details. **For multiple funding sources, submit 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:

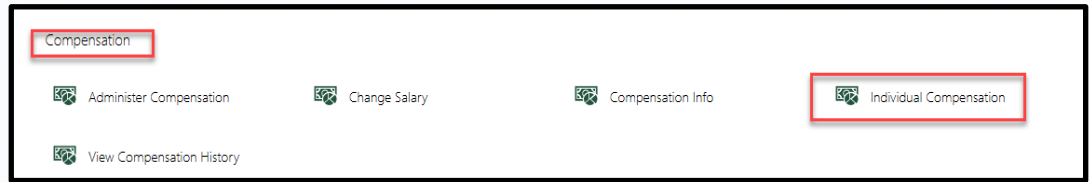
1. Navigate the **My Client Groups** tab and select **Show More** under **Quick Actions**. *Line Managers will use My Team>Quick Actions>Show More.*



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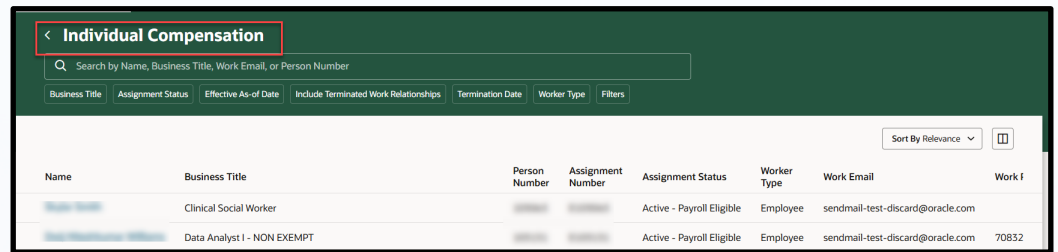


2. **Line Managers** should navigate to **My Team > Compensation > Individual Compensation** icon. **HR Department Administrators** and **ICP Requestors** should use **My Client Groups > Compensation > Individual Compensation**.

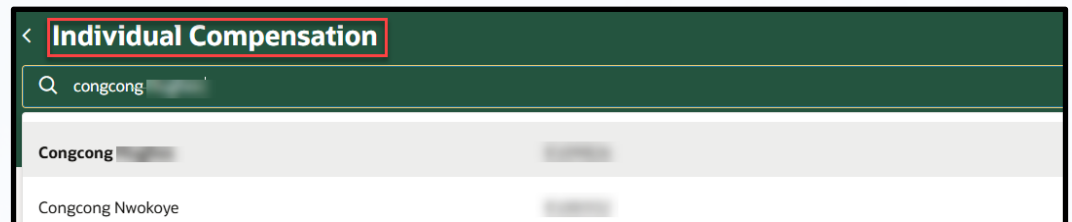


3. The **Individual Compensation** page displays.

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

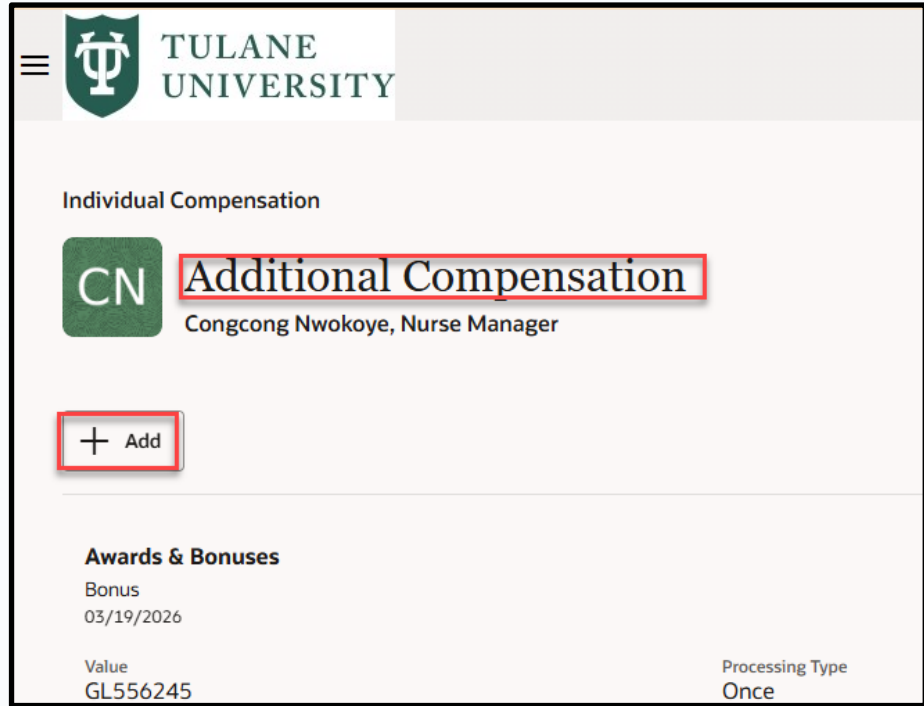


4. Select or search for the **Tulane employee** to begin the ICP.



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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**

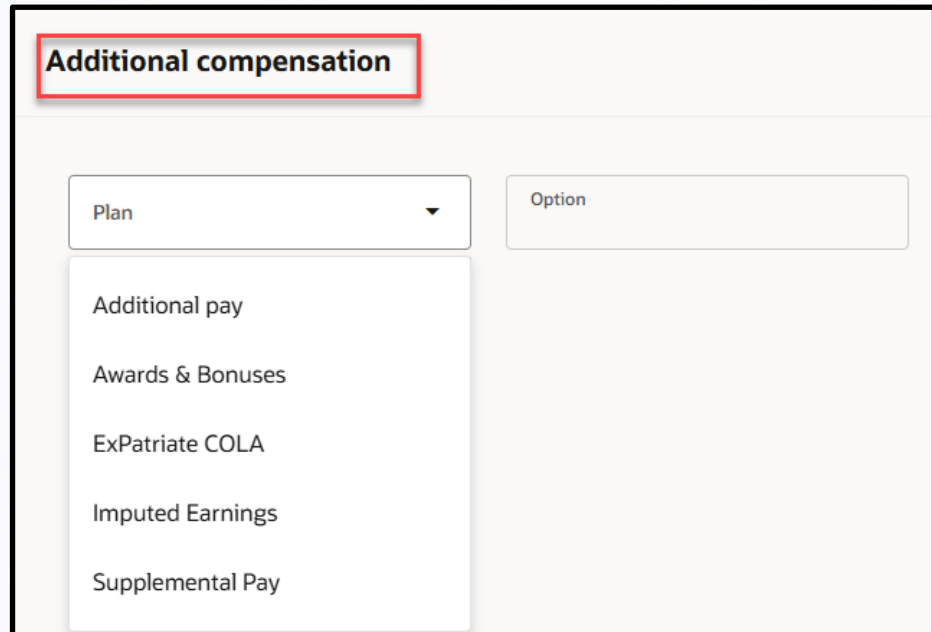
Individual Compensation

**CN** **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.*

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.



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

The screenshot shows the 'Additional compensation' form with the following fields:

- Plan: Additional pay
- Option: Additional Pay 2
- Start Date: 03/31/2026
- End Date: 03/31/2026
- Ongoing:
- Amount Per Pay Period: USD 1,000.00
- Total Amount: USD 1,000.00
- Reason For Pay: **Reason For Pay** (highlighted in red)
- Comments: (empty)
- GL Alias: (empty)
- Additional Teaching Payment:
- Additional Duties:
- Override Cost Center Program: (empty)
- Override University Activity: (empty)
- Project Details: (empty)
- Tasks: T01

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 with the following fields:

- Plan: Additional pay
- Option: Additional Pay 1
- Start Date: 04/14/2026
- End Date: 04/30/2026
- Ongoing:
- Amount Per Pay Period: USD 1,000.00
- Total Amount: USD 1,000.00
- Reason For Pay: Additional Duties
- Comments: additional work
- GL Alias: **GL Alias** (highlighted in red)
- Cost Center: (empty)
- Cost Center Details: (empty)
- Override Cost Center Program: (empty)
- Override University Activity: (empty)
- Override Project: **Override Project** (highlighted in red)
- Project Details: (empty)
- Tasks: T01
- Cost Center Program Details: (empty)
- University Activity Details: (empty)

Attachments



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- 11. **Best practice:**  
Ensure the correct GL Alias account is selected.

Add comments to help approvers.

*Note: The Comments field is limited to 60 characters.*

If additional comments or details are needed, upload them as attachments, supporting documents, or URLs.

Click **Save** when complete.

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



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13. 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.*

14. 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**.



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

Entry Details	
Element	E_Grossup Bonus
Incorrect	
Entry Values ?	
Amount	300.00
Net	300.00
Correct	
Entry Values ?	
Amount	
Net	300.00

