Supplemental Compensation Requests Application

User Guide
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Accessing the System
To access the system, go to https://gwucolumbian.service-now.com/compweb/ and log in with your CCAS Cloud credentials.

Submitting a Request
Select “Submit Request” from the main menu:

This will open the Comp Request form:
Enter the faculty member name, Banner Org, and total amount of compensation being requested. When entering the faculty member name and Banner Org, the system will give suggestions. Click on the suggestion to select that item:

* Who is this request for?
  ▶ More information
  Ben Test

Note: if the background of the field is red, the entry is invalid and the system will not allow the request to continue:

* Who is this request for?
  ▶ More information
  I don't exist

If the faculty member is not found in the suggestions, please contact the OTS Helpdesk for assistance.

The Banner Org can be searched by the org number. Again, click on the suggestion to select that org. If the org you wish to use is missing, please contact the OTS Helpdesk.

* What is the funding Banner org?
  ▶ More information
  1501

The amount of compensation requested should be entered as only digits and the decimal point. Do not enter “$” or “,”.
Once this information has been entered correctly, click on **Submit** to move on to the service descriptions.

Each supplemental compensation request must have at least one service description. To enter a service description, click on the blue **New** button at the top of the line item list:

This will bring up the line item form. Enter the Description of Services, start date, and optional end date. Dates should be entered in **YYYY-MM-DD** form. Or, click on the calendar to open the date picker where you can pick the date you want. When you are finished with the line item, click **Submit** to save it and return to the list. **Do not click “Review and Submit”** until at least 1 line item has been saved.

After submitting, the line item will appear in the list:
If you want to edit or delete an existing line item, click on the (i) button next to the description to re-open the editor form. To add additional line items, click on the blue New button.

After entering all of the service descriptions, click Review and Submit to save the request and review it prior to approval submission.

If the request is ready to be submitted, click the Submit for Approval button. This will complete the request and begin the approval process. After clicking Submit for Approval, the first approval request is added to the list.

The submission is now complete. The submitter (not the faculty member) will receive email notification when the request is approved or denied. When the
request is approved, the requester can then submit the EPAF in Banner to Faculty Recruitment for processing and payment.
Viewing Request Status

To view the status of your submitted requests, click on “View Status” on the homepage. This opens a list of all supplemental compensation requests submitted by the current user. To view details for a specific request, click on the (i) icon in the leftmost column. This opens the request summary form in a read-only view. To make changes to a request after it has been submitted, please contact the Finance team.

From this list, you can quickly check the approval workflow status by expanding the arrow next to the icons:

In this case, the request is pending approval by the department head.
Approving Requests

Requests are routed to department heads for initial approval. (If the department head entered the request, this step is skipped and the request is routed directly to the Finance team.) To view requests pending your approval, click on the “My Approvals” menu item on the homepage. This opens the request list:

Click “View” to open the request to review and approve or reject (note that comments entered here are not visible to the requester):

If the request is not approved, the workflow is cancelled and the request is sent back to the requester. The requester can then edit the request and resubmit. If the request is approved, it is automatically routed to the next approver in the workflow.