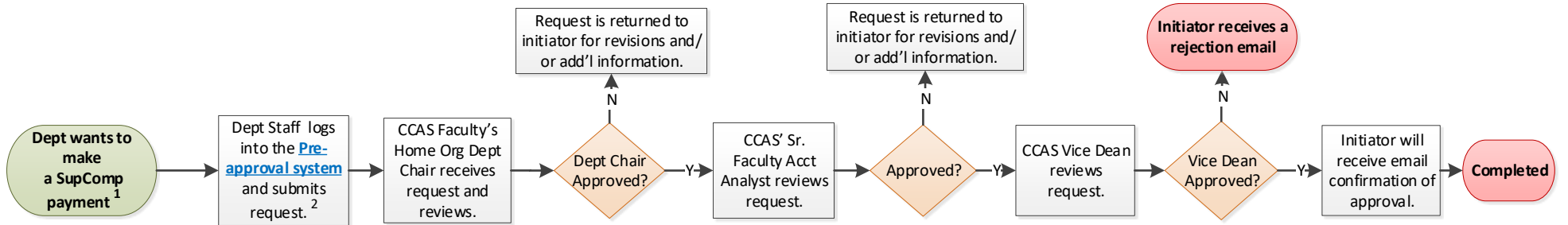
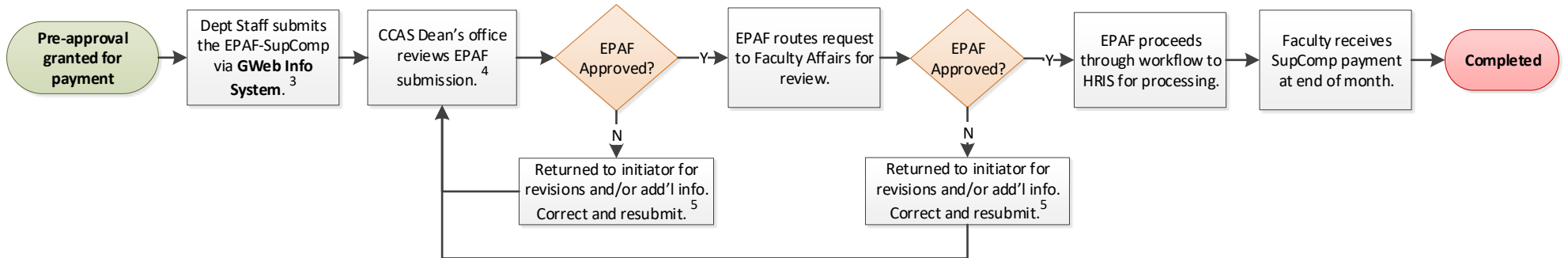


CCAS Process for Supplemental Compensation Payments

PRE-APPROVAL



EPAF SUBMISSION



Notes:

- Supplemental Compensations (SupComp) are paid to active faculty members for non-teaching duties. If non-CCAS faculty, obtain approvals manually. Check with the CCAS Sr. Faculty Account Analyst for manual process.
- Pre-Approval System: <https://gwucolumbian.service-now.com/compweb/>. If a first time user, the user must request permission to the pre-approval system by contacting OTS Helpdesk via email at ots@gwu.edu.
- Electronic Personnel Action Form (EPAF) must be submitted by the 11th of each month if supplemental compensation is to be paid out in the same month (Faculty are paid at month end). Dean's approval must be obtained prior to submitting the EPAF.
- If the default routing queue needs to be changed, follow the EPAF Cheatsheet found on CCAS Finance website under resources.
- EPAF will not provide email notifications for rejections/approvals. Initiator must log into GWeb to check the workflow status.

EPAF Cheatsheet