



Columbian College
Office of Technology Services

Supplemental Compensation Requests Application

User Guide

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

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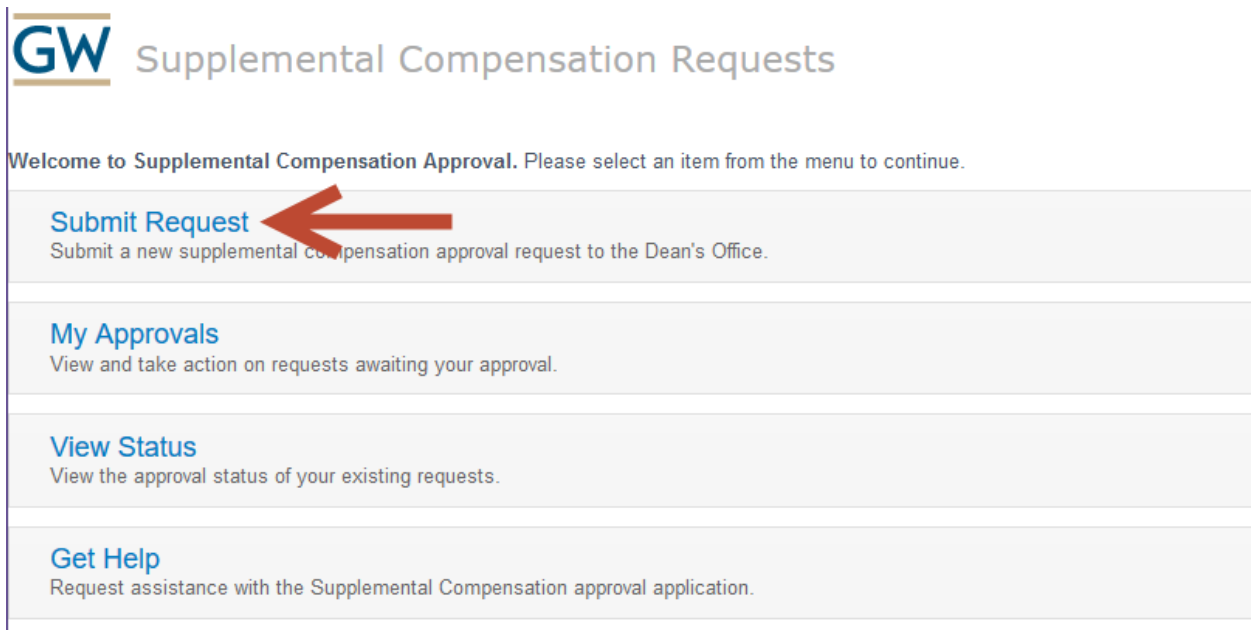
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Accessing the System

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:

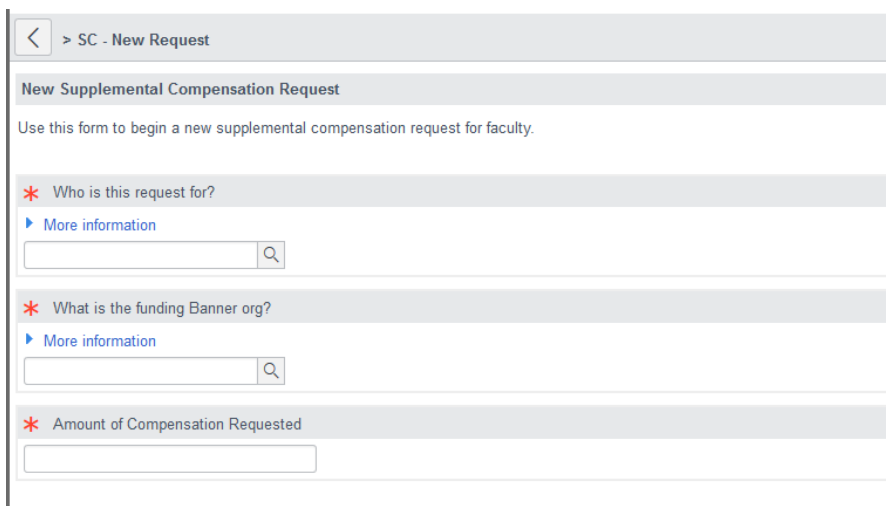


GW Supplemental Compensation Requests

Welcome to Supplemental Compensation Approval. Please select an item from the menu to continue.

- Submit Request** 
Submit a new supplemental compensation approval request to the Dean's Office.
- My Approvals**
View and take action on requests awaiting your approval.
- View Status**
View the approval status of your existing requests.
- Get Help**
Request assistance with the Supplemental Compensation approval application.

This will open the Comp Request form:



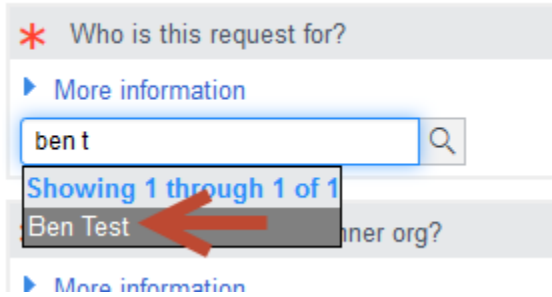
< > SC - New Request

New Supplemental Compensation Request

Use this form to begin a new supplemental compensation request for faculty.

- * Who is this request for?
▶ More information
- * What is the funding Banner org?
▶ More information
- * Amount of Compensation Requested

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

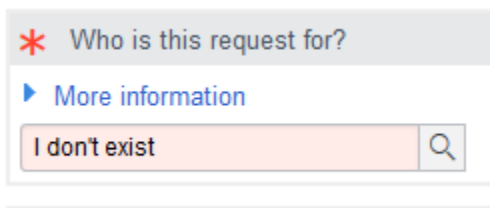
ben t

Showing 1 through 1 of 1

Ben Test

More information

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



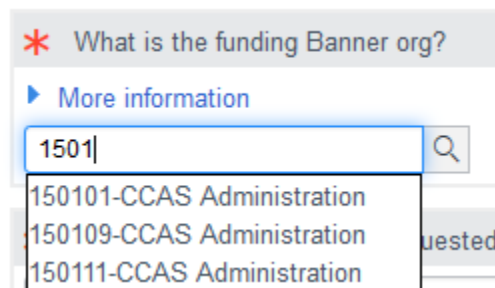
* Who is this request for?

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

150101-CCAS Administration

150109-CCAS Administration

150111-CCAS Administration

The amount of compensation requested should be entered as only digits and the decimal point. Do not enter "\$" or ",".

*** Amount of Compensation Requested**

123456.78

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.

Line Items **New**

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.

GW Supplemental Compensation Requests

Service Descriptions

Please enter at least one description of services provided below by clicking on the New button. When you have finished, please review and submit your request for approval.

Review and Submit

< Compensation Line Item Submit

Request ID

Description of Services

Start Date

End Date

Submit

After submitting, the line item will appear in the list.

GW Supplemental Compensation Requests

Service Descriptions

Please enter at least one description of services provided below by clicking on the New button. When you have finished, please review and submit your request for approval.

Review and Submit

Compensation Line Items **New** Go to Description of Services Search 1 to 1 of 1

All > Compensation Request ID = SCR0001037

Description of Services End Date Start Date

Search Search Search

Test description of services 2015-01-01

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.

GW Supplemental Compensation Requests

Supplemental Compensation Request - SCR0001037 Update **Submit for Approval** Assign to me Copy URL Delete

Number SCR0001037 Cost Center 150101-CCAS Administration Faculty Member Ben Test State Open

Amount to be Paid 123,456.78 Update **Submit for Approval** Assign to me Copy URL Delete

Compensation Line Items (1) Approvers

Compensation Line Items **New** Go to Description of Services Search 1 to 1 of 1

Compensation Request ID = SCR0001037

Description of Services Start Date End Date

Test description of services 2015-01-01

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.

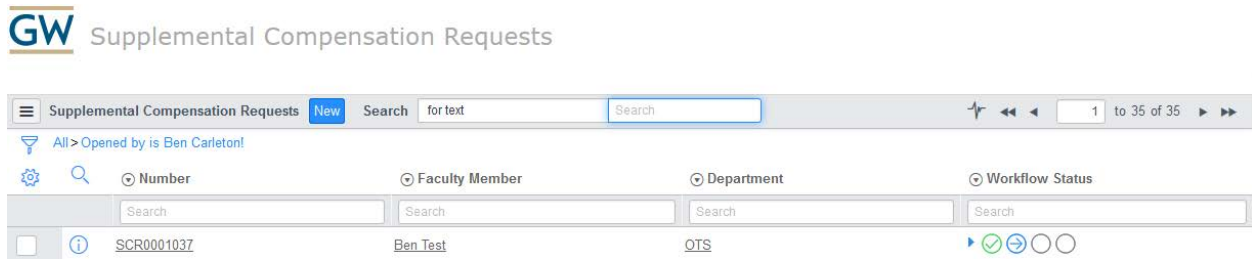
Approvers (1)

The submission is now complete. The submitter (not the faculty member) will receive email notification when the request is approved or denied. When the

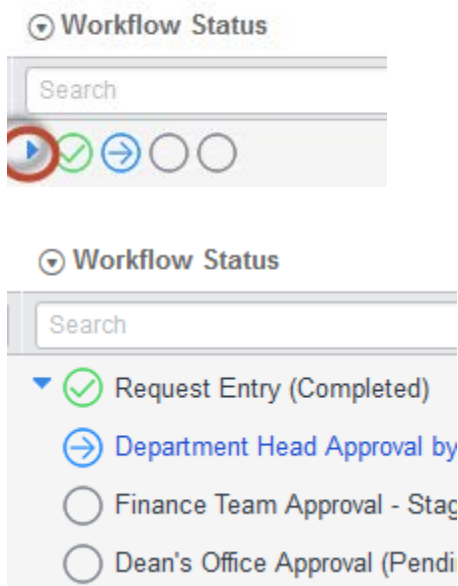
request is approved, the requester can then submit the EPAF in Banner to Faculty Recruitment for processing and payment.

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:



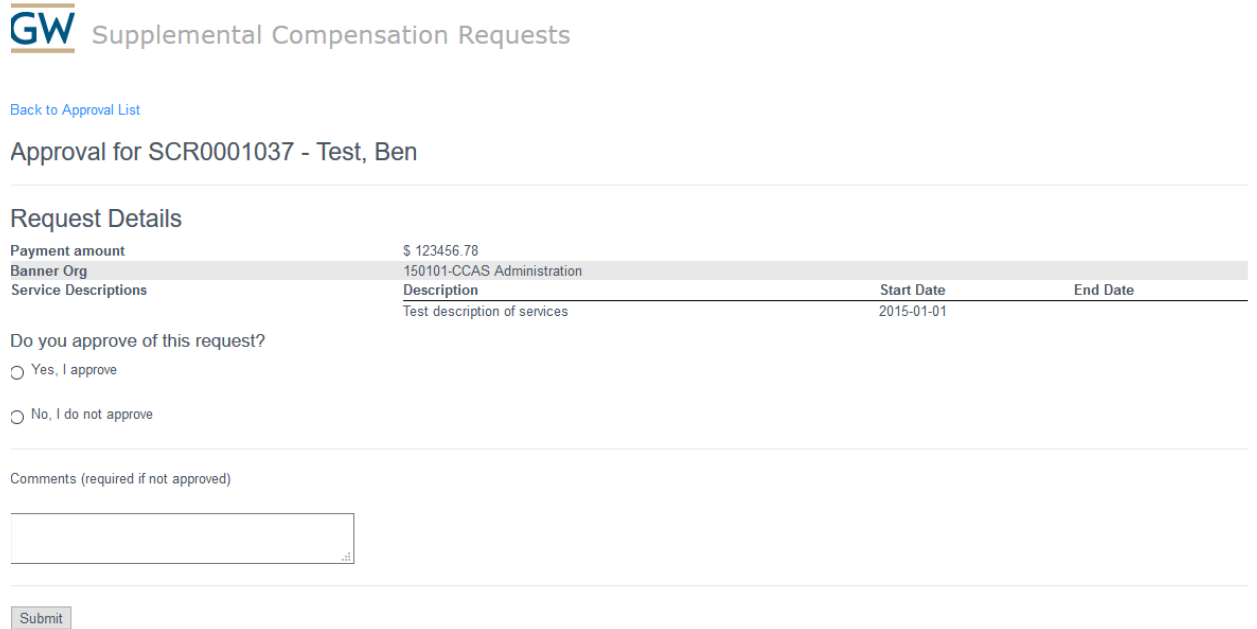
GW Supplemental Compensation Requests

My Approvals

The following requests are currently pending your approval. To view more details and take action on a request, select **View** from the **Actions** column.

Faculty Member	Department	Request	Request Status	Actions
Ben Test	OTS	SCR0001037	Requested	View

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



GW Supplemental Compensation Requests

[Back to Approval List](#)

Approval for SCR0001037 - Test, Ben

Request Details

Payment amount	\$ 123456.78		
Banner Org	150101-CCAS Administration		
Service Descriptions	Description	Start Date	End Date
	Test description of services	2015-01-01	

Do you approve of this request?

Yes, I approve

No, I do not approve

Comments (required if not approved)

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.

