



# Individual Compensation Plan (ICP) Submission Guidebook for HCM Department Managers, Line Managers, and ICP Administrators

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# 1. Individual Compensation Plans (ICPs)

Individual compensation plans, or ICPs, are used in BlueSky to pay employees for services not covered under their normal hourly or salaried rate. Some employees are paid entirely via ICPs, such as those who work as part-time faculty, while other payments are submitted for employees on an ad-hoc basis for additional services performed or for other reasons. Once submitted, ICPs route to various approvers in the university. Once an ICP request receives full approval, the submitter of the ICP will receive a notification.

Human Capital Management Department Managers (HCM DMs), Line Managers and ICP Administrators can submit ICPs. HCM DMs can submit them for any employee who resides in the department that they oversee while Line Managers can only submit ICPs on employees they manage. ICP Administrators can submit ICPs for anyone in the assigned VP/Dean level. ICPs should be submitted one at a time, by individual, to ensure they route accurately for approval.

## 2. Submitting an ICP

To submit an ICP in BlueSky, go to:

- My Team
- Under Quick Actions, click on Show More
- Individual Compensation (under the Compensation header)

Select the employee (and appropriate position if the employee has more than one active position at DePaul). Then click “Add” and you will be prompted to enter the ICP Plan and Option. Note: Only the plans and options will be displayed for the person you select and their position; all plans and options will *not* be displayed in the drop-down arrows to assist with accurate submission.

- *Note: You will only be able to submit ICPs for active employees. If you need to submit a payment for someone who has recently retired or terminated, contact Accounts Payable at [accountspayable@depaul.edu](mailto:accountspayable@depaul.edu).*

1 Additional Compensation

\*Plan  
Select a value

\*Option  
Select a value

OK Cancel

Continue

### 3. One-time ICP Payments

If the plan and option you select involve paying an employee on a one-time basis (such as an award payment), then entering a correct “start date” is important. Whichever “start date” you select is when the payment will be effective. The end date in the ICP is not applicable for a one-time ICP payment but a date still needs to be entered in the request. It is fine to use the same date for the “start date” and “end date” for one-time ICPs. Enter the amount of the one-time payment, then click “OK” and “Continue.” Finally, add any applicable comments and attachments and click “Submit.” Your submission will route for approval.

- *In the example below, the \$500 one-time payment will be effective on 12/30/21 and paid on the corresponding payroll.*

The screenshot shows a web form titled "1 Additional Compensation". It contains the following fields and controls:

- \*Plan:** A dropdown menu with "Awards" selected.
- \*Option:** A dropdown menu with "Staff Recognition" selected.
- \*Start Date:** A date input field containing "12/30/2021".
- \*End Date:** A date input field containing "1/28/2022".
- \*Amount:** A numeric input field containing "500.00".
- Buttons:** "OK" and "Cancel" buttons in the top right corner, and a "Continue" button at the bottom center.
- Link:** A "Show Plan Info" link located below the End Date field.

### 4. Recurring ICP Payments

If the plan and option you select constitute paying an employee on a recurring basis (such as a payment to a part-time faculty member over a teaching quarter), then the “start date” and “end date” are important. The “start date” you select is when the payment will begin. The “end date” is when the payment amounts are scheduled to end, if applicable. Key fields for recurring ICPs are as follows:

- **Start Date:** When the payment will start.
- **End date:** When the payment is scheduled to end. However, if the goal amount is met prior to the end date, then the payments will stop prior to then end date. Payments that exceed the end date will not be paid. It is recommended to use end dates later than anticipated to ensure all payments are made.
- **Amount:** Biweekly payment amount to be posted on an employee’s paycheck.
- **Goal Amount:** Total amount paid to the employee on the ICP.
- **Override fields:** Use only if the payment needs to be charged/overridden somewhere else. There are multiple override fields that can be used, especially if the ICP will need to be charged to a grant. Override fields include fund, cost center, project, task, expenditure org, expenditure type, override award, override sponsor. Select the appropriate fields, as needed.

If you click on the “Show Plan Info” link under the “End Date” field, information regarding the ICP submission will appear.

**To assist with ICP submissions, you can use the [ICP calculator](#).**

Once all key fields of information on a recurring ICP are entered, click “OK” and “Continue.” Then enter any comments and attachments and click “Submit.” Your submission will route for approval.

- *In the example below, a payment of \$500 per pay period will start on 1/3/22 and 6 payments of \$500 will be made until the goal amount (\$3,000) is met. Even though an end date of 6/1/22 is listed, the payments will not continue until that date because the goal amount will be reached prior to 6/1/22. Questions on calculations can be referred to the [Compensation Team in Human Resources](#).*

The screenshot shows a web form for submitting an Individual Compensation Plan (ICP). The form is titled "ICP Submission" and has "OK" and "Cancel" buttons in the top right corner. The form is divided into several sections:

- \*Plan:** A dropdown menu with "Teaching" selected.
- \*Option:** A dropdown menu with "PT Faculty" selected.
- Start Date:** A date field with "1/3/2022" entered and a calendar icon.
- End Date:** A date field with "6/1/2022" entered and a calendar icon.
- Amount:** A text input field with "500.00" entered.
- \*Goal Amount:** A text input field with "3,000.00" entered.
- Override Fund:** A dropdown menu.
- Override Cost Center:** A dropdown menu.
- Show Plan Info:** A blue link below the "Override Cost Center" field.
- Override Project:** A dropdown menu.
- Override Task:** A dropdown menu.
- Override Expenditure Org:** A dropdown menu.
- Override Expenditure Type:** A dropdown menu.
- Override Award:** A dropdown menu.
- Override Sponsor:** A dropdown menu.
- Continue:** A blue button at the bottom center.

- ***Special Note:*** Some types of payments involve adding in hours worked for benefits tracking. If hours are required on a recurring ICP, enter the bi-weekly number of hours worked. If hours are required on a one-time ICP, enter the total number of hours worked.

The screenshot shows a web form for submitting an Individual Compensation Plan (ICP). The form is titled "ICP Submission" and has "OK" and "Cancel" buttons in the top right corner. The form is divided into several sections:

- \*Plan:** A dropdown menu with "Additional Pay" selected.
- \*Option:** A dropdown menu with "Full time nonexempt staff" selected.
- Start Date:** A date field with "12/30/2021" entered and a calendar icon.
- End Date:** A date field with "1/9/2022" entered and a calendar icon.
- Amount:** An empty text input field.
- \*Hours:** An empty text input field with a red arrow pointing to it.
- Override Fund:** A dropdown menu.
- Override Cost Center:** A dropdown menu.
- Show Plan Info:** A blue link below the "Override Cost Center" field.
- Override Project:** A dropdown menu.
- Override Task:** A dropdown menu.
- Override Expenditure Org:** A dropdown menu.
- Override Expenditure Type:** A dropdown menu.
- Override Award:** A dropdown menu.
- Override Sponsor:** A dropdown menu.

## 5. ICP Payments on Grant-Funded Positions

If an ICP payment is made on a position that is grant funded, then the Office of Research Services (ORS) Grants team will automatically be inserted on the approval chain, based on the setup of positions in BlueSky. There is no special routing that needs to occur in this case, and the above-mentioned procedures for one-time payments and recurring payments apply. However, if a position is not coded as grant funded in BlueSky, then it will not route to the ORS Grants team, even if an override on a grant is entered. In these cases, it is best to consult with the [Compensation Team in Human Resources](#) as the transaction does need to be manually routed.

## 6. Additional Information

### **ICP Calculator**

To generate information needed to enter ICP payments in BlueSky, you can use the [ICP Calculator tool](#).

### **Delegation**

It is possible to delegate both the ICP role and ICP approval responsibilities to someone else. Before doing so, check with a VP/Dean in your area and the [Compensation Team in Human Resources](#) as delegation of this role may cause hierarchy issues in the approval chain. Any permanent changes to ICP roles need to be cleared through the Compensation Team in Human Resources.

To delegate the ICP role, click on Me > Roles and Delegations > Role Delegations. Next, select the ICP role name in the drop-down menu, start date and end date of the change, and then the person to whom you wish to delegate. Click “Save” to finalize the transaction. To delegate ICP approvals, a similar process is followed under the Approvals section. The “Rule Name” field is a blank field that can be selected. Make sure to select “ICP payments” under the category field.

### **Troubleshooting ICPs**

- Assistance on selecting or entering an ICP, contact the [Compensation Team in Human Resources](#).
- Assistance on changing or deleting an ICP after it has been approved, contact [Payroll@depaul.edu](mailto:Payroll@depaul.edu).
- For technical assistance or errors, contact [helpdesk@depaul.edu](mailto:helpdesk@depaul.edu).

### **BlueSky Resources**

For additional training resources and toolkits about BlueSky, visit [bluesky.depaul.edu](http://bluesky.depaul.edu).

### **DePaul University Compensation Resources**

For details on the university’s compensation program, including salary grades, job families, job descriptions, and the staff recognition program, visit the [Compensation section of the Human Resources website](#).