**ICP Plan** | **ICP Option** | **Recurring / One-Time** | **Description** | **Eligibility** | **Approval Workflow** | **Notes**
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Awards | Staff Recognition | One-time | Staff Recognition award for distinctive and exceptional achievements by university employees. | Full-time and part-time staff employees, excluding coaches and executives (min $300, max $5000 per award). | 1. HR Compensation 2. VP/Dean 3. EVP/President/Provost | -The payment does not take the place of any standard payment that may be owed to the employee (submission of hours, etc)  
The payment details are not predetermined in reference to: dollar amount, timing of payment, or certainty of payment.  
The payment is not based on any prior contract, agreement, or promise to the employee.

Awards | Public Safety | One-time | Public safety awards program | Public safety officers | 1. HR Compensation 2. VP/Dean 3. EVP/President/Provost | -The payment does not take the place of any standard payment that may be owed to the employee (submission of hours, etc)  
The payment details are not predetermined in reference to: dollar amount, timing of payment, or certainty of payment.  
The payment is not based on any prior contract, agreement, or promise to the employee.

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Important Notes: Payment is expensed to the cost center of the selected assignment. If the ICP should be expensed to a different cost center, the requestor may enter the appropriate Override Cost Center and associated Override Fund. If the expense relates to a Grant or Project, the other appropriate override information can be entered. Confirm with Restricted Accounting and Office of Research Services in order to enter the appropriate override information.

For recurring payments, requesters select the number of pay periods over which the payment is made by selecting dates. In the Amount field of the request, enter the biweekly amount of pay. In the Goal Amount field, enter the Total Pay. The number of pay periods should correspond to the length of work. For example, work completed over ten weeks should be spread over five pay periods. Payment will stop when either the goal amount is reached or at the pay period end date, whichever occurs first. A best practice for end dating is to use a date just beyond when the payment will be complete.

If hours are required on a recurring ICP request, enter the number of biweekly hours worked. If hours are required on a nonrecurring ICP request, enter the total number of hours worked.

Line Managers, HCM Department Managers, and ICP Administrators are able to submit ICPs. Line Managers can only submit ICPs for those employees they manage; HCM Department Managers and ICP Administrators can submit ICPs for any employee in their assigned VP/Dean area.

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**Description**

**Eligibility**

**Approval Workflow**

**Notes**
### BlueSky - Individual Compensation Plans (ICPs) - Guide

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<th>ICP Plan</th>
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<tbody>
<tr>
<td>Awards</td>
<td>Student Awards</td>
<td>One-time</td>
<td>Discretionary student award is a special payment meant to show appreciation.</td>
<td>Student employees</td>
<td>1. Office of Student Employment 2. VP/Dean</td>
<td>-The payment does not take the place of any standard payment that may be owed to the employee (submission of hours, etc) -The payment details are not predetermined in reference to: dollar amount, timing of payment, or certainty of payment. -The payment is not based on any prior contract,</td>
</tr>
<tr>
<td>Athletic Bonus</td>
<td>Staff</td>
<td>One-time</td>
<td>Discretionary bonus paid to athletic staff.</td>
<td>Athletic staff, full-time or part-time</td>
<td>1. HR Compensation 2. VP/Dean 3. EVP/President/Provost</td>
<td>-The payment does not take the place of any standard payment that may be owed to the employee (submission of hours, etc) -The payment details are not predetermined in reference to: dollar amount, timing of payment, or certainty of payment. -The payment is not based on any prior contract,</td>
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<tr>
<td>Athletic Bonus</td>
<td>Coaches</td>
<td>One-time</td>
<td>Non-discretionary bonus paid to athletic coaches for meeting/exceeding established criteria.</td>
<td>Coaches</td>
<td>1. HR Compensation 2. VP/Dean 3. EVP/President/Provost</td>
<td></td>
</tr>
<tr>
<td>Sign-on Bonus</td>
<td>Sign-on Bonus</td>
<td>One-time</td>
<td>Bonus typically offered during final stages of recruitment to be paid at the beginning of employment.</td>
<td>Full-time and part-time staff employees</td>
<td>1. HR Compensation 2. VP/Dean</td>
<td>If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.</td>
</tr>
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<td>Additional Pay</td>
<td>Full-time exempt staff</td>
<td>One-time</td>
<td>Payment made to staff for one-time services performed outside their core job function. (example: Christmas at DePaul doorman)</td>
<td>Full-time exempt staff</td>
<td>1. HR Compensation 2. VP/Dean 3. EVP/President/Provost</td>
<td></td>
</tr>
<tr>
<td>Additional Pay</td>
<td>Full-time nonexempt staff</td>
<td>One-time</td>
<td>Payment made to full-time staff for one-time services performed outside their core job function. Hourly staff must include the number of hours worked. (example: proctoring a test)</td>
<td>Full-time nonexempt staff</td>
<td>1. HR Compensation 2. VP/Dean 3. EVP/President/Provost</td>
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</table>
| Additional Pay| Part-time staff (earnings)| One-time             | Payment made to part-time staff for one-time services performed outside their core job function. Hourly staff must include the number of hours worked. (example: Graduation Marshall) | Part-time nonexempt staff        | 1. HR Compensation  
2. VP/Dean  
3. EVP/President/Provost   | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow. |
| Additional Pay| Student employees         | One-time             | Payment for an effort that was one-time in nature and no continued relationship is expected. Requests must include a comment describing the service performed or reason for payment, the total payment amount, and the number of hours worked. | Student employees                | 1. Office of Student Employment  
2. VP/Dean               | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow. |
| Additional Pay| Part-time staff (earnings)| Recurring            | Payment made to part-time staff for recurring services performed outside their core job function. Must include # of biweekly hours worked. | Part-time nonexempt staff        | 1. HR Compensation  
2. VP/Dean               | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow. |
| Additional Pay| Acting/Interim Pay        | Recurring            | Ongoing short-term payment inclusive of acting/interim role. Typically 1 year or less. | Full-time and part-time staff    | 1. HR Compensation  
2. VP/Dean  
3. EVP/President/Provost |                                                                            |
| Student Stipend| Graduate Assistantship    | Recurring            | Payment made to student employees pursuing a graduate degree working in a teaching or research capacity. | Graduate Assistants only         | 1. Office of Student Employment  
2. VP/Dean               | If submitted on a grant-based position the ORS Grants team will be inserted at the beginning of the approval workflow. |
| Student Stipend| Mentor                   | Recurring            | Payment for either undergraduate or graduate student, participating in a program or activity that is generally recognized as extracurricular. | Student Activity Coordinator only | 1. Office of Student Employment  
2. VP/Dean               |                                                                            |
| Student Stipend| Resident Assistant        | Recurring            | Payment to Resident Advisors and Facility Assistants serving as a live-in advisor, assistant or counselor. | Resident/Facilities Assistants only | 1. Office of Student Employment  
2. VP/Dean               |                                                                            |
| Student Stipend| Teaching Fellow           | Recurring            | Payment made to student employees pursuing a PhD or other terminal degree teaching in one or more courses for their department. | Teaching Fellows only            | 1. Office of Student Employment  
2. VP/Dean               |                                                                            |
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| Student Stipend          | Teaching Fellow Summer            | Recurring            | Payment made to student employees pursuing a PhD or other terminal degree teaching in one or more courses for their department during the summer term. | Teaching Fellows only        | 1. Office of Student Employment  
2. VP/Dean                                                                            | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.                                                                                     |
| Student Stipend          | Internship                        | Recurring            | Payment for either graduate or undergraduate student engaged in a closely supervised, out-of-classroom, career-related learning and training. | Student Interns only        | 1. Office of Student Employment  
2. VP/Dean                                                                            |                                                                                                                                                                                                         |
| Teaching                 | Part-time Faculty (earnings)      | Recurring            | Payment to part-time faculty for teaching.                                  | Part-time faculty           | 1. VP/Dean  
2. Academic Affairs/Provost                                                        | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.                                                                                     |
| Teaching                 | Full-time Overload                | Recurring            | Payment to full-time faculty for teaching a course beyond the contract workload. | Full-time faculty           | 1. VP/Dean  
2. Academic Affairs/Provost                                                        | If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.                                                                                     |
| Teaching                 | Summer (earnings)                 | Recurring            | Payment to faculty for teaching a course during a prior summer term.        | Part-time faculty           | 1. VP/Dean  
2. Academic Affairs/Provost                                                        |                                                                                                                                                                                                         |
| Teaching                 | Course Cancellation (earnings)    | One-time             | Payment to part-time faculty for preparing for a course which has been cancelled. | Part-time faculty           | 1. VP/Dean  
2. Academic Affairs/Provost                                                        |                                                                                                                                                                                                         |
| Teaching                 | English Language Academy (part-time) | Recurring         | Payment made to part-time faculty teaching ELA course during the academic year. "ELA instructors are hired as part-time administrative staff rather than part-time faculty." | ELA Instructor              | 1. HCM Dept Manager  
2. Academic Affairs/Provost                                                        |                                                                                                                                                                                                         |
| Teaching                 | Continuing Professional Education (part-time) | Recurring         | Payment to instructors for teaching a Continuing and Professional Education course. | Part-time staff within Continuing and Professional Education department | 1. HCM Dept Manager  
2. Academic Affairs/Provost                                                        |                                                                                                                                                                                                         |
| Teaching                 | Institute Professional Development (part-time) | One-time           | Payment to part-time faculty for instructing students in a program for the Institute for Professional Development (IPD). | Part-time faculty, IPD instructors only; must be hired into by their respective departments. | 1. HCM Dept Manager  
2. Academic Affairs/Provost                                                        |                                                                                                                                                                                                         |
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<td>Faculty Additional Pay</td>
<td>Research (earnings)</td>
<td>Recurring</td>
<td>Payment to faculty for participating in a research project.</td>
<td>Part-time faculty</td>
<td>1. VP/Dean 2. EVP/Provost/President</td>
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<td>Faculty Additional Pay</td>
<td>Administrative Service</td>
<td>One-time</td>
<td>Payment to full-time faculty for service not related to in-load classroom instruction, research, or advising. Examples of eligible activities include instruction of non-credit courses (e.g. CPE, CPA Review), curriculum review, and participating in a committee. This request type may also be used to facilitate third-party payments to faculty.</td>
<td>Full-time faculty</td>
<td>1. VP/Dean 2. EVP/Provost/President</td>
<td>If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.</td>
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<td>Faculty Additional Pay</td>
<td>PT Faculty (earnings) - Non teaching</td>
<td>Recurring</td>
<td>Payment made (recurring) to part-time faculty for services not related to teaching. Must include # of biweekly hours worked.</td>
<td>Part-time faculty</td>
<td>1. VP/Dean 2. Academic Affairs/Provost</td>
<td>If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.</td>
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<tr>
<td>Faculty Additional Pay</td>
<td>Administrative Stipend</td>
<td>Recurring</td>
<td>Payments to a faculty member for taking on additional responsibilities related to department or program administration over the course of the year. (Examples include: Department Chair, Associate Dean, or Program Director).</td>
<td>Full-time faculty</td>
<td>1. VP/Dean 2. EVP/Provost/President</td>
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<tr>
<td>Faculty Additional Pay</td>
<td>Administrative Part time</td>
<td>One-time</td>
<td>Payment to part-time faculty for service not related to in-load classroom instruction, research, or advising. Examples of eligible activities include instruction of non-credit courses (e.g. CPE, CPA Review), curriculum review, and participating in a committee. This request type may also be used to facilitate third-party payments to faculty. Must include # of hours worked.</td>
<td>Part-time faculty</td>
<td>1. VP/Dean 2. EVP/Provost/President</td>
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Updated: 10.25.21