DePaul University
BlueSky - Individual Compensation Plans (ICPs) - Guide

ICP Plan	ICP Option	Recurring / One-Time	Description	Eligibility	Approval Workflow	Notes
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.					
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	
Additional Pay	Car Allowance Benefit	Recurring	Car allowance paid throughout the year (as per contract).	Coaches and Executives	1. HR Compensation	Bi-weekly amount paid as per contract, if applicable.
Additional Pay	Full-time exempt staff	One-time	Payment made to staff for one-time services performed outside their core job function. (example: Christmas at DePaul doorman)	Full-time exempt 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	Full-time nonexempt staff	One-time	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)	Full-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.

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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	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	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	Vacancy Pay	One-time	Payment made to full-time exempt employees (S10 or lower) who are asked to assume additional duties outside of their regular work responsibilities due to a leave or resignation until a vacancy can be filled.	Full-time exempt staff	1. VP/Dean 2. EVP/President/Provost 3. HR Compensation	A Vacancy Pay Request form must be completed when a manager determines that coverage of an open position, due to a leave or turnover, is required. Duration should be no more than six months and can begin after one month.
Athletic Bonus	Coaches	One-time	Non-discretionary bonus paid to athletic coaches for meeting/exceeding established criteria.	Coaches	1. HR Compensation 2. VP/Dean 3. EVP/President/Provost	
Athletic Bonus	Staff	One-time	Discretionary bonus paid to athletic staff.	Athletic staff, full-time or part-time	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,

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Awards	Employee Referral	One-time	Employee referral bonus initiated and paid through HR.	Eligible: All part-time and full-time employees are able to refer candidates. Not Eligible: Hiring manager for the position, academic and administrative officers (VPs and Deans), union, temporary and seasonal employees, and employees on the Talent Acquisition team in Human Resources.	1. HR Compensation	Both initiated and approved by the HR-Compensation team. Requests are initiated through My Client Groups > Compensation > Administer Compensation.
Awards	Public Safety	One-time	Public safety awards program		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	Staff Recognition	One-time	HR Staff Recognition award for distinctive and exceptional achievements by university employees.	**Eligible:** All part-time and full-time employees are able to refer candidates. *To be eligible at the time of pay out, the referring employee must be an active employee in good standing (not on a performance improvement plan or progressive discipline) to receive the bonus.*	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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Awards	Student Awards	One-time	Discretionary student award is a special payment meant to show appreciation.		1. Office of Student Employment 2. VP/Dean	-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
Faculty Additional Pay	Administrative Part time	One-time	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.		1. VP/Dean 2. EVP/Provost/President	If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.
Faculty Additional Pay	Administrative Service	One-time	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.	**Not Eligible:** Hiring manager for the position, academic and administrative officers (VPs and Deans), union, temporary and seasonal employees, and employees on the Talent Acquisition team in Human Resources.	1. VP/Dean 2. EVP/Provost/President	If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.
Faculty Additional Pay	Administrative Stipend	Recurring	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).	Full-time faculty	1. VP/Dean 2. EVP/Provost/President	

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Faculty Additional Pay	PT Faculty (earnings) - Non teaching	Recurring	Payment made (recurring) to part-time faculty for services not related to teaching. Must include # of biweekly hours worked.	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.
Faculty Additional Pay	Research (earnings)	Recurring	Payment to faculty for participating in a research project.	Part-time faculty	1. VP/Dean 2. EVP/Provost/President	If submitted on a grant-funded position the ORS Grants team will be inserted at the beginning of the approval workflow.
Mobile and Internet	Mobile benefit	Recurring	Recurring stipend payment (taxable) to full-time staff and faculty employees. This option requires an annual authorization application in which the employee and manager agree on an estimated monthly amount based on per diem rates outlined in the Financial Affairs' guidelines.	Full-time and part-time staff and faculty	1. Payroll	
Sign-on Bonus	Sign-on Bonus	One-time	Bonus typically offered during final stages of recruitment to be paid at the beginning of employment.	Full-time and part-time staff employees	1. HR Compensation 2. VP/Dean	
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	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	If submitted on a grant-funded 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	

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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	
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	
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	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	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	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	
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	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	

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