

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

- My Organization Chart
- My Public Info
- Change Photo
- Document Records
- Employment Info

Manager Self Service - Individual Compensation Plan (ICP)

Directory	Campus Address	DPU Alert	HealthEquity-WageWorks Transit/FSA/HSA
Fidelity NetBenefits 403b	W-2's		



1/10
Click 'My Team.'

DePaul Manager

- Me
- My Team**
- My Client Groups
- Tools
- Reports
- Others

QUICK ACTIONS

- My Organization Chart
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APPS

 Directory	 Campus Address	 DPU Alert	 HealthEquity- WageWorks Transit/FSA/HSA
 Fidelity NetBenefits 403b	 W-2's		



Search

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

2/10 Click 'My Team.' Back

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Transfer
- Employment Info

My Team	Journeys	Hiring	Goals and Performance
View Transferred Performance	Learning	New Person	Workforce Compensation



My Team

←

Overview

Compensation

Overview

Show Filters

Actions ▾

View By Assignment

3/10

In this field, click '...' for the employee you'd like to issue an individual compensation for, then select 'Individual Compensation.'

Workers

	DePaul Full Time Staff Academic Administrator Department Name Office of Academic Advising	...
	DePaul Part Time Staff Academic Advisor (PT) Department Name Office of Academic Advising	...



Individual Compensation



Additional Compensation

Academic Administrator, 01008508

4/10
Click 'Add.'

+ Add

After individual compensations are added, you can see them here.

[Show prior compensation](#)

Cancel

Continue

Submit

1 | 2



Additional Compensation

Comments and Attachments

Individual Compensation



Additional Compensation

DePaul Full Time Staff, Academic Administrator

+ Add

6/18/2026 -

Value

Show prior compensation

Additional compensation



Plan Required Option

5/10 ×
Select the relevant **plan** and **option**.
Back Next



Cancel

Save

Individual Compensation



Additional Compensation

DePaul Full Time Staff, Academic Administrator, 01008508

+ Add

7/1/2026 -

Value

Process
Once

Show prior compensation

6/10

Fill in the mandatory fields.

Start Date is the date you would like this payment to begin.
End Date is the date you would like this payment to end.

Ongoing should not be selected if it is an option.
Amount is the dollar amount that will be issued bi-weekly to this employee.
Goal Amount is the total payment that will be spread over the desired time period.
Hours will only be entered if applicable.
Override costing information is not required to submit the request, but may be available if the payment should post to another cost center.

Back Next

Additional compensation



Plan Additional Pay	Option Acting/Interim Pay	
Start Date 7/1/2026	End Date	Ongoing <input type="checkbox"/>
Amount	Goal Amount	Override Fund
Override Cost Center	Override Project	Override Task
Override Expenditure Org	Override Expenditure Type	Override Award
Override Sponsor		

Hide plan info

Enter start date, end date (if applicable), amount, goal amount (if applicable), biweekly hours worked (if applicable), comment, and attach support. Override costing information is not required to submit the request, but may be available if the payment should post to another cost center.

If you need help with ICP start dates, end dates, or payment amounts per pay period click on the link below.

<https://offices.depaul.edu/human-resources/compensation/individual-compensation-plan/icp-calculator/Pages/default.aspx>



Cancel

Save

Individual Compensation



Additional Compensation

DePaul Full Time Staff, Academic Administrator, 01008508

+ Add

7/1/2026 -

Value

Processing Type
Once

Show prior compensation

Additional compensation

Plan
Additional Pay

Option
Acting/Interim Pay

Start Date
7/1/2026

End Date
7/29/2026

Ongoing

Amount
USD 100.00

Goal Amount
USD 200.00

Override Fund

Override Cost Center

Override Project

Override Task

Override Expenditure Org

Override Expenditure Type

Override Award

Override Sponsor



Hide plan info

Enter start date, end date (if applicable), amount, goal amount (if applicable), biweekly hours worked (if applicable), comment, and attach support. Override costing information is not required to submit the request, but may be available if the payment should post to another cost center.

If you need help with ICP start dates, end dates, or payment amounts per pay period click on the link below.

<https://offices.depaul.edu/human-resources/compensation/individual-compensation-plan/icp-calculator/Pages/default.aspx>

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Click 'Save.'

Back

Cancel Save

Individual Compensation



Additional Compensation

DePaul Full Time Staff, Academic Administrator, 01008508

+ Add

Additional Pay

- Acting/Interim Pay
7/1/2026 - 7/29/2026

Amount	Processing Type
USD 100.00	Recurring



[Show prior compensation](#)

1 | 2



8/10 ×
Click 'Continue.'

Cancel

Additional Compensation

Comments and Attachments



Comments and Attachments

DePaul Full Time Staff, Academic Administrator, 01008508

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

9/10 ×

Add comments and attach relevant documents. It is recommended to attach proof of the necessity for the ICP.

NOTE: You must click '**Save Comment**' to save your comment.

Next

Cancel

Submit



Additional Compensation

Comments and Attachments



Comments and Attachments

DePaul Full Time Staff, Academic Administrator, 01008508

Comments

Save Comment

Drag and Drop

Select or drop files here.

URL

Add URL

2 | 2



10/10 ×

Click **'Submit.'**

Back

Cancel

Submit

Individual Compensation

Comments and Attachments



Comments and Attachments

DePaul Full Time Staff, Academic Administrator, 01008508

Comments

Save Comment

Drag and Drop

Select or drop files here.

URL

Add URL

Congratulations! You have successfully set up an individual compensation plan.

Cancel

Submit

2 | 2



Additional Compensation

Comments and Attachments