

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Manager Self Service - Staff Individual Compensation Plan (ICP)

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

Bluesky Help

1/11
Click 'My Team'

Team Manager!

- Me
- My Team**
- Procurement
- Tools
- Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

Good afternoon, Line Manager!

Me

My Team

Performance Overview

2/11

×

Click 'My Team'

QUICK ACTIONS



Transfer



Employee Summary



Employment Info



Change Assignment



Document Records



Document Delivery Preferences



Allocate Checklists



My Team



Onboarding



Hiring



Performance Overview



Performance



Learning



BlueSky Help

My Team

- Overview
- Compensation

Overview

Search Person Show Filters

Actions View By Assignment Sort By

Workers

ES	Exempt Staff Senior Research Associate	Department Name Human Resources - Operating	<input type="button" value="..."/>
NS	Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating	<input type="button" value="..."/>




3/11

Click '...'

Overview

View By Sort By

Workers ^

 Line Manager Manager, Benefits	 2 Directs, 2 Total	
Department Name Human Resources - Operating		

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Manager

With Offer

Requisitions

Vacancies

4/11 ×
Click 'Individual Compensation'

- Existing Absences
-
- Promote
- Transfer
- View Compensation History



Individual Compensation

Exempt Staff

Submit Cancel

1 Additional Compensation

+ Add



There's nothing here so far.

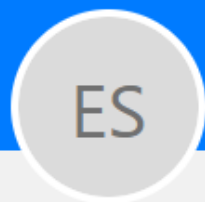
Show Prior Compensation

Continue

5/11 Click 'Add'

2 Comments and Attachments

Bluesky Help



Individual Compensation

Exempt Staff

Submit Cancel

1 Additional Compensation

6/11
Click 'Select a value' and select the relevant plan and option.

OK Cancel

*Plan
Select a value

*Option
Select a value

Continue

2 Comments and Attachments

1 Additional Compensation

OK Cancel

Plan

A 7/11 x v
Op Fill in mandatory fields.
A v

*Start Date

10/21/2020 

*End Date

m/d/yyyy 

*Amount

*Goal Amount

Override Fund

Override Cost Center



Individual Compensation

Exempt Staff

Submit

Cancel

1 Additional Compensation

8/11 ✕
Click 'OK'

OK

Cancel

Plan

Additional Pay ▾

Option

Acting/Interim Pay ▾

***Start Date**

10/21/2020 📅

***End Date**

10/21/2021 📅

***Amount**

1,000.00

***Goal Amount**

10,000.00

Bluesky Help



Individual Compensation

Exempt Staff

Submit

Cancel

1 Additional Compensation

+ Add

Additional Pay
Acting/Interim Pay
10/21/2020 - 10/21/2021

1,000.00 USD | Recurring

9/11 ×
Click 'Continue'

Show Prior Compensation

Continue

2 Comments and Attachments

BlueSky Help



Individual Compensation

Exempt Staff

Submit

Cancel


1 Additional Compensation Edit

10/11
Add comments and attach relevant documents.

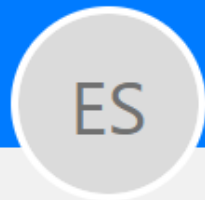
2 Comments and Attachments

Comments

Attachments

 Drag files here or click to add attachment ▼

BlueSky Help



Individual Compensation

Exempt Staff

Submit Cancel

11/11

Click 'Submit'

Edit

1 Additional Compensation

2 Comments and Attachments

Comments

Attachments

This is TEST instance



Individual Compensation

Exempt Staff

Submit Cancel

1 Additional Compensation Edit

2 Comments

You have completed this task.

Comments

Attachments

Bluesky Help