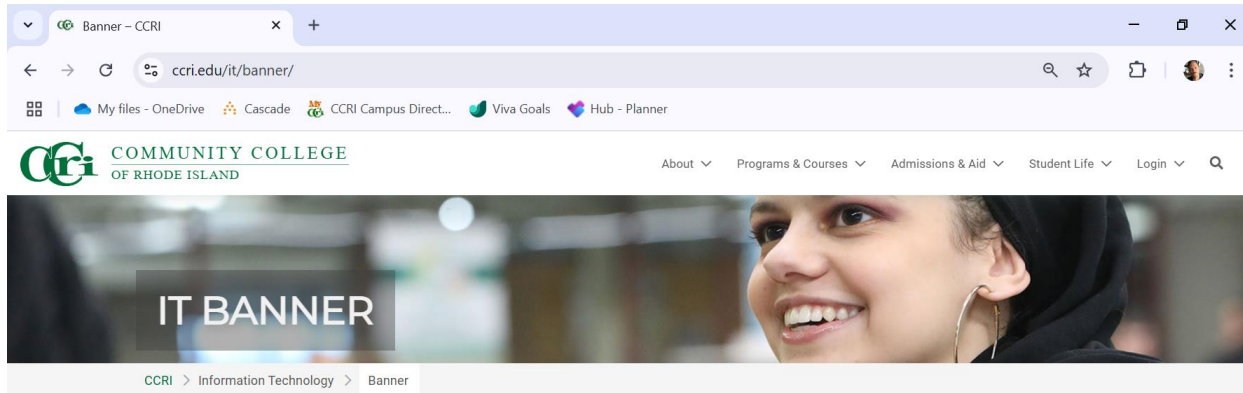


# Additional Compensation Submission

Stand Alone (One and Multi Installment payments) and Add On payments

Navigate to the IT Banner webpage and select “Workflow” under the “Banner Main Environments” section.



## Banner

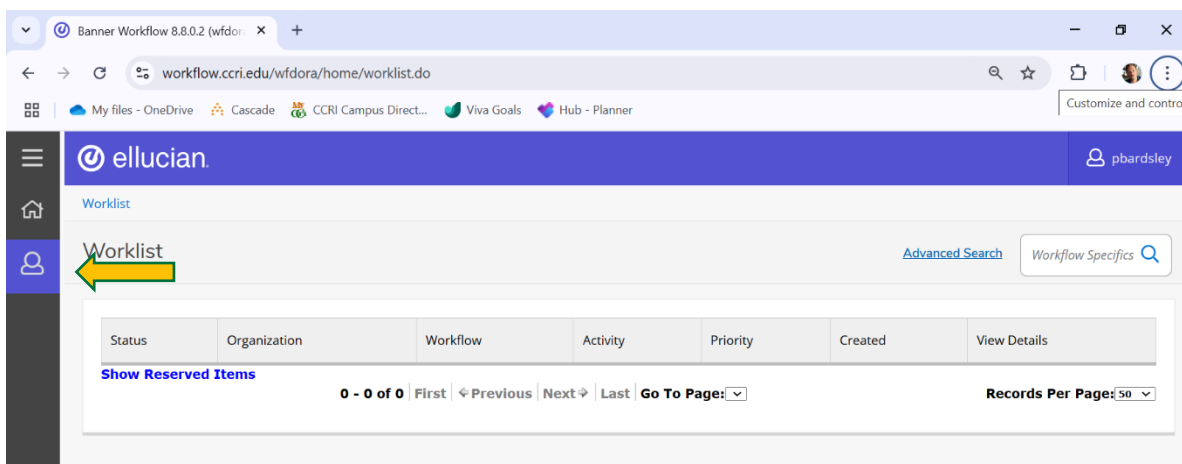
### Main Environments

- [Banner](#)
- [BDMS Web Viewer](#)
- [Argos Web Viewer](#)
- [Argos Client](#)
- [Workflow](#) ←
- [Degree Works](#)
- [College Scheduler](#)
- [Academic Planning](#)
- [Scribe](#)
- [SureCode](#)
- [Transit](#)
- [Request for Position \(RF-1\)](#)
- [Tableau](#)
- [MyCCRI \(Ellucian Experience\)](#)

### IT Links

- IT Home
- Cyber Safe
- Academic Computer Labs
- Banner
- Center for Instruction & Technology
- Classroom Technology - Media Services

Sign into workflow using CCRI login credentials.



Click on the person icon to navigate to “My Processes” and select “HR Additional Compensation Authorization.”

Enter a title (usually payee's name) in the "Workflow Specifics Name" field and click "Start Workflow."

Organization: CCRI

Workflow Name:  
HR Additional Compensation Authorization:0

Workflow Specifics Name:  
Wilbur

Priority:  
Normal

Workflow Note:

You will be returned to your worklist; select your workflow by clicking on the Workflow Specifics Name entered above.

Status	Organization	Workflow	Activity	Priority	Created	View Details
	CCRI	Wilbur Ready	Enter_CCRI_ID_SSN	Normal	09-Dec-2024 09:52:22 AM	

Show Reserved Items

1 - 1 of 1 | First | Previous | Next | Last | Go To Page: 1 | Records Per Page: 50

Enter the banner ID of the employee for whom the additional compensation is requested and click “Complete.”

The screenshot shows a web browser window with the URL `ctrnworkflow.ccri.edu/wfctrn/home/newLaunch.do?workitemPK=6381190`. The page title is "ellucian" and the user is logged in as "pbardsley". The main heading is "Worklist · Enter CCRID / SSN". Below this, there is a form titled "Enter CCRID or Social Security Number of employee if known." with two input fields: "CCRID:" containing "94410367" and "SSN:". At the bottom of the form are three buttons: "Cancel", "Save & Close", and "Complete". A yellow arrow points to the "Complete" button.

You will again be returned to your worklist, select your workflow by clicking on the Workflow Specifics Name.

The payee’s personal information will populate automatically.

Enter the correct department, campus and make the appropriate selection for payment type, i.e., Stand Alone One Installment, Stand Alone Multi Installment, or Add On. Information specific to each may be found below.

## Stand Alone payments

Paragraph

### One Installment

Paragraph

Upon selecting “Stand Alone One Installment” in Payment type, select one of the following Payment Activity Options:

- Delivering Training or Workshops for Others
- Curriculum Development not within existing Department/Subject Matter
- Department rehearsals, directing, accompanists
- Tutoring
- Mentoring New Faculty (Library)
- Supplemental Instruction
- Non-Academic Community Events

Moving to the section that states “For Add On and Stand Alone One Installment pay fill in Dates, Hours and Rate,” fill in the applicable date or dates if more than one, the start and end time(s), the total number of hours, the hourly rate and gross amount due.

For Add On and Stand Alone One Installment pay fill in Dates, Hours and Rate

Dates of Event:

12/02/2024, 12/03/2024, 12/05/2024

Time (Start-Finish):

2PM-4PM

Total Hours:

6

Hourly Rate:

75.00

Gross Amount Due \*:

450.00

If applicable, select the academic session in which the activity occurred; Fall, Spring, Summer I, Summer II, or Other.

If payment is via a grant, indicate the name of the grant.

Input proper FOAP information.

Provide a description of duties

In the decision field, select, submit.

Click “Complete.”

## Multi Installment

Paragraph

Upon selecting “Stand Alone Multi Installment” in Payment type, select one of the following Payment Activity Options:

- Part Time Grant Duties (not release time)
- Multi Payment Projects

Moving to the section that states “*For Stand Alone Multi Installments pay fill in Estimated From and To (Format: DD-Mon-YYYY),*” use the calendar drop downs to select dates to fill in the applicable dates and enter the gross amount due. Generally, these dates would be the start of one pay period and then end of another.

Note: the fields associated with Add On and One Installment payments are not applicable.

The screenshot displays a web form interface. At the top, there is a calendar for January 2025. A date picker is set to 05-Jan-2025, and the estimated end date is 03-May-2025. Below the calendar, there are several input fields for event details, each marked with a red 'X' indicating they are not applicable for this payment type: 'Dates of Event', 'Time (Start-Finish)', 'Total Hours', and 'Hourly Rate'. The 'Gross Amount Due' field is set to 6000.00 and has a yellow arrow pointing to it. The form also includes a 'Complete' button.

If applicable, select the academic session in which the activity occurred; Fall, Spring, Summer I, Summer II, or Other.

If payment is via a grant, indicate the name of the grant.

Input proper FOAP information.

Provide a description of duties

In the decision field, select, submit.

Click “Complete.”

## Add On Payments

Paragraph

Upon selecting “Add On” in Payment type, select one of the following Payment Activity Options:

- Awards
- Trainings and Workshops for self
- Attend supplemental meetings
- Proctoring and examinations

- Portfolio Assessments/Independent Study
- Open houses and representation for CCRI
- Chair Duties (Summer)
- Academic Accreditation Projects (Summer)
- Program Review and Assessment
- Academic Accreditation

Moving to the section that states “*For Add On and Stand Alone One Installment pay fill in Dates, Hours and Rate,*” fill in the applicable date or dates if more than one, the start and end time(s), the total number of hours, the hourly rate and gross amount due.

For Add On and Stand Alone One Installment pay fill in Dates, Hours and Rate

Dates of Event:

12/02/2024

Time (Start-Finish):

2PM-4PM

Total Hours:

2

Hourly Rate:

75.00

Gross Amount Due \*:

150.00

If applicable, select the academic session in which the activity occurred; Fall, Spring, Summer I, Summer II, or Other.

Provide a description of duties

In the decision field, select, submit.

Click “Complete.”

*Note: Grant name and FOAP are not required for Add On payments as these are paid via the State Payroll.*