Taking Action on an SCA Nomination
Instructions for Reviewing Parties

After receiving e-mail notification of a pending nomination, reviewing parties should proceed with the following steps:

1) Log on to the Special Compensation System
2) Click on blue text that reads Take Action...
3) Click on button marked “SCA - APPR” for the record that you wish to view
4) View “history” of the aforementioned nomination, click continue
5) Indicate level of agreement (concur, concur with amendments/comments, not able to confirm, or return without action) and click “Next Page” (see next slide for explanation of these options)

Types of Action

Concur - Use this option to indicate that you agree with the SCA Nomination.

Concur with Amendments/Comments - Use this option to indicate that you agree with the nomination but will be amending the PA amount and/or providing comments.

Not able to confirm - Use this option if you are not able to confirm the SCA nomination.

Return without action – Personnel representatives may use this option to request additional supporting rationale from the supervisor during the nomination period.
Types of Action (Continued)

Return Without Action

- Option available only to personnel representatives during the nomination period
- Nominations may be returned to supervisor for additional supporting rationale
- Supervisor must resubmit the nomination by the SCA nomination deadline in order for consideration
- Nominations may not be resubmitted after the deadline

Taking Action

- If concurring with the request, certify the accuracy of your action by checking the box and clicking submit.

- If concurring with amendment and/or comment, indicate amended award amount (if applicable) and click on next page. Provide your comments in the appropriate text box and click on next page. Certify the accuracy of your action by checking the box and clicking submit.

- If not able to confirm the request, indicate rationale in body of email and click send. Please verify that email addresses are reflected correctly - you may add, delete or modify the address listing.

- Personnel representatives only: If returning nomination without action to the supervisor, request additional supporting rationale and click send.