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, agree with amendments/comments, or unable to confirm) and click “Next Page” (see next slide for explanation of these options)
Taking Action on an SCA Nomination
Instructions for Reviewing Parties (continued)

Certification Statements:

Concur - Use this option to indicate your agreement with the SCA Nomination (be mindful that if the employee is nominated for both a PA and an IGA, this action will indicate your approval of both)

Agree w/ Amendment/Comments - Use this option to indicate that you agree with the nomination but will be amending the amount of the SCA or would like to provide comments. If an employee is nominated for both a PA and an IGA and you will not be confirming one but approving the other, use this option as well.

Unable to confirm - Use this option if you are not able to confirm the SCA nomination. If an employee is nominated for both a PA and IGA and you will not be confirming both requests, use this option as well.
Taking Action on an SCA Nomination
Instructions for Reviewing Parties (continued)

6) A) If **concurring with the request**, certify the accuracy of your action by checking the box and clicking submit.

B) If **agreeing 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.

C) If **unable 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.