Auto E-mail Notification
Information for Reviewing Parties

For your convenience, the Special Compensation system has been designed to provide notice of a pending action and a copy for information automatically. The foregoing auto e-mails will be disseminated in accordance with the routing established for your department by the designated personnel representative. There are two types of email that the system will automatically send:

1) SCA - Copy for Information - provides the party that is taking action on the nomination a copy of what he/she submitted

2) SCA - Requires Action - Notifies the the party at the next level in the review process of a pending nomination that requires his/her action
Automated E-mail Notification
Information for Reviewing Parties (continued)

Further, when a nomination is not confirmed, the system will generate a form email notice for the decision maker to send. Prior to sending, the decision maker should include the rationale for the action in the body of the email and verify that accuracy of the email addresses is indicated.