Submitting a Nomination
Instructions for Supervisors

- After completing the Performance Evaluation process, Supervisors who wish to submit a SCA nomination should proceed with the following steps
  1) Log on to the Special Compensation System
  2) Click on blue text that reads Nominate...
  3) Click on button marked “SCA-Nom” for the employee for whom you will be submitting a nomination
  4) Indicate Percentage Award (In-grade and/or Performance Award) and click “Next Page”
  5) Indicate justification for nomination in proper text box (one box marked In-grade and one box marked Performance Award); click “Next Page”
  6) Certify accuracy of nomination and certification statement by checking the box and clicking submit.