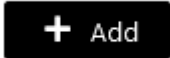


ORACLE COMPENSATION

1. Classified or ProTech Employee Requests Professional Growth

Objective: By completing this topic, Classified and ProTech employees will learn how to request Professional Growth. For more information, please visit the [Professional Growth section of the ESP Guidebook](#).

Step	Step Description	Navigation Hint
1.	Sign in through my.cherrycreekschools.org and click on the Oracle file (under the myBusiness tab).	
2.	Click on Navigator . Click on Me . Click on Request Additional Compensation .	 Me  Request Additional Compensation
3.	Select +Add .	

ORACLE COMPENSATION

4.	Select Plan: Professional Growth Select Option.	*Plan Select a value *Option Select a value
5.	Enter: - Start Date - Amount (up to \$500) Click OK. Click Continue.	*Start Date 1/22/21 State Country City Pay Value Amount Show Plan Info *Periodicity Periodically Earned Date m/d/yy *Reporting Unit None Separate Tax Code *Periodicity Conversion Rule Assignment Working Hours Rate Annualized Full-Time Equivalent No Continue
6.	Add Comments if necessary. Attach supporting documentation in Attachments. See section 2e in the professional growth section of the ESP Guidebook for specific information.	Comments Attachments Drag files here or click to add attachment
7.	Click Submit. This will flow to the line manager for approval, then to an HR Director, and finally to the Employee Relations team for review, final approval, and processing.	Submit