



How to request a topic or course coordination allowance for an employee

01



Initiate Service One request

The manager initiates a topic or course coordination allowance request through Service One.

NB. The initiator can view the status of the request through the Service One portal under *My Requests*.

02



Employee accepts topic or course coordination allowance

The employee reviews and accepts the topic or course coordination allowance.

03



Budget owner approval

The budget owner reviews and approves the topic or course coordination allowance in Service One.

NB. If the request is denied the requestor will receive an email from Service One.

04



Complete topic or course coordination allowance request

Once approved, People and Culture, Employment Services action the compensation change in Workday and close the Service One request.

A notification is sent to the Service One initiator to confirm the request has been finalised.



Now your employee's topic or course coordination allowance will be paid for the specified period.