TO: Department Supervisors

FROM: Mr. Fred Cratty, Chief Human Resources Officer

RE: Employee Request for Compensation for Activities App

DATE: February 9, 2026

I am pleased to announce that effective immediately we are implementing a new on-line app to manage the Employee Request for Compensation for Activities assignments. These assignments are made to make payments to a current employee of the university for a specific service provided, which is outside of the scope of work they normally perform in their current position. Previously, this had been handled via a paper form that required the approval of many individuals before the Payroll department was able to process the final payment for the employee. You can access the new app, along with the instructional manual and training videos, at the following website link:

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[Employee Request for Compensation for Activities App](#)

[App Training Videos & Manual](#)

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You also can access the above items directly from the Human Resources department website by going to the following path:

> www.wcsu.edu/hr >
>> Human Resources – Forms >
>>> Scroll down under the Frequently Used Forms section

If you have a current Employee Request for Compensation for Activities Form that is somewhere in the approval process, please complete it via the paper form. However, moving forward, please use the app for any new requests.

I would like to thank Mr. Bryan Brown, Enterprise Content Management Application Administrator from the Information Technology & Innovation department for all of his work in implementing this app for us. Bryan has created a number of apps for the Human Resources department which have helped a number of our processes become more efficient for our department and the end users.

If you have any questions, please feel free to contact me at 203-837-8665 or via e-mail at crattyf@wcsu.edu.