WCUPA Dual Compensation Form

Training Guide for Form Approvers

Updated April 7, 2025

The Dual Compensation workflow is now being automated via the Visual Form Builder and Workflow Automation software Nintex.

Form Approvers will receive emails from nintex@workflowcloud.com with a subject line that contains ACTION REQUIRED: Dual Comp.

Please click the link at the bottom of the email and you will be prompted to sign into the Nintex software using your single-sign-on credentials.

Once logged in, you may review the form.

At the bottom of the form, please select “Approve” or “Reject.” If you must reject a form, you will be required to enter comments pertaining to why the form is being rejected. Please note that these comments will be sent to the employee that was to receive the Dual Compensation as well as the individual that submitted the form on the employee’s behalf.

Once making an approval recommendation, please press “Submit” to complete your review.