


## Video Script for Additional Compensation 3.1

### 3.1 Setting Up Email Notifications ([Video Link 1](#))

#### Opening Line:

Additional compensation transactions have different stages of approval. If you are designated as an approver through SAR, the following steps in this video will explain how to setup email notifications. First log into the MyPack Portal and navigate through the NavBar icon  to the path below:

**Note** please mention each click through the following path.

*Human Resources->NCSU Administration->Additional Compensation->User Email Preference*

1. Once you select User Email Preference and land on the page you can search for any existing unity ID values in the system
  - a. go to step 2
2. Type in your unity ID and click “Search” to see if you find a match.
  - a. go to step 3
3. If no matching values are found then click on the “Add a New Value” tab at the top
  - a. go to step 4
4. Enter the unity ID and click add
  - a. go to step 5
5. Once the page opens click on the magnifying glass and select *NCAddPay*
  - a. go to step 6
6. By default, email notification for all users are set to *disabled*. If you are an approver for additional compensation, you should setup your email references to receive notification when transactions are waiting to be reviewed. Remove the “Disable Email” check bo.
  - a. If you did find an existing unity ID from your initial search match from step 3, you would need to confirm the “Disable Email” box is not checked.
7. Verify the email preference is setup to deliver notifications and click “Save”