Video Script for Additional Compensation 3.2
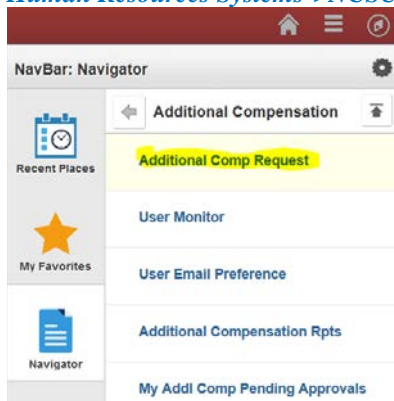
3.2 Navigating to the Additional Compensation Application ([Video Link 2](#))

<u>Opening Line</u>:

The information in this video will help navigate the user to Additional Compensation Application. First log into the MyPack Portal and navigate through the NavBar icon ⊚ to the path below:

<u>Note</u> *please mention each click through the following path.*

Human Resources Systems->NCSU Administration->Additional Compensation->Additional Comp Request

1. If your job duties require you to initiate and manage additional compensation transactions on a regular basis you may want to save this page as one of your favorites by performing the following steps.
2. Click on the "Action List" ▤ icon and select "Add To Favorites". When the "Add To Favorites" description page opens you can modify the description name or use the default name and click "OK' to save.
    a. go to step 3
3. From this page you can search for any existing transaction ID's or employee ID's that may already exist in the system.
    a. For example search on the following transaction ID 35163
    b. The transaction should appear in the results listing
    c. go to step 4
4. However, if no transactions exist, especially when searching by the employee ID, a new transaction may need to be initiated.