

Salary Supplements¹

Rate Code	Description	Should be used...	Length	Approval Required
ADMSTP	Administrative Supplement	For faculty members assuming a departmental, college-level, or university level administrative role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Anticipated duration is one full year or more. Do not use for EPA non-faculty, SPA, post-docs, students, or temps.	No time limit, amount would continue as long as the "at-will" administrative appointment continued.	The initial addition of such an administrative stipend atop a base salary does not require BOG approval, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30. Subsequent "base" increases to "base" salary-or "total" increases to total salary (base + stipend)- would require BOG approval if 15% & \$10,000 or more. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)
TADMST	Administrative Supplement	For faculty members assuming a departmental, college-level, or university level administrative role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Anticipated duration is less than one full year. Do not use for EPA non-faculty, SPA, post-docs, students, or temps.	Less than one full year.	The initial addition of such an administrative stipend atop a base salary does not require BOG approval, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30. Subsequent "base" increases to "base" salary-or "total" increases to total salary (base + stipend)- would require BOG approval if 15% & \$10,000 or more. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)
AD12MO	Administrative Supplement	For a 9 month faculty members assuming a departmental, college-level, or university level administrative 12 month role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Anticipated duration is one full year or more. Do not use for EPA non-faculty, SPA, post-docs, students, or temps.	No time limit, amount would continue as long as the "at-will" administrative appointment continued.	The initial addition of such an administrative stipend atop a base salary does not require BOG approval, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30. Subsequent "base" increases to "base" salary-or "total" increases to total salary (base + stipend)- would require BOG approval if 15% & \$10,000 or more. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)
TAD12M	Administrative Supplement	For a 9 month faculty	Less than one	The initial addition of such an

¹ These salary supplements are coded in the HR System as **Rate Codes** and can be found on the Compensation Panel within Job Data of the Workforce Administration module of the HR system.

		members assuming a departmental, college-level, or university level administrative 12 month role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Do not use for EPA non-faculty, SPA, post-docs, students, or temps. <i>Anticipated duration is less than one full year.</i>	full year.	administrative stipend atop a base salary does not require BOG approval, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30. Subsequent "base" increases to "base" salary-or "total" increases to total salary (base + stipend)- would require BOG approval if 15% & \$10,000 or more. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)
HONRFE	Honorific Supplement	For faculty members who receive pay adjustments as distinguished or named professors. Do not use for EPA non-faculty, SPA, post-docs, students, or temps. <i>Anticipated duration is one full year or more.</i>	No time limit; supplement would continue as long as distinguished or named professorship appointment was in effect.	Total adjustment of at least 15% and \$10,000 above the prior June 30 salary requires BOG approval.
INTERM	Interim Appointment Supplement	For filling an (typically EPA) administrative vacancy in an acting or interim capacity while a search is planned and conducted. <i>Anticipated duration is one full year or more.</i> Do not use for post-docs, students, or temps.	Not to exceed 3 years, except with Dean or Vice Chancellor Approval	No BOG Approval required for an interim supplement, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30.
TINTERM	Interim Appointment Supplement	For filling an (typically EPA) administrative vacancy in an acting or interim capacity while a search is planned and conducted. <i>Anticipated duration is less than a year.</i> Do not use for post-docs, students, or temps.	Less than one full year.	No BOG Approval required for an interim supplement, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30.
TMP SUP	Temporary Supplement	For short-term additional responsibilities. <i>Anticipated duration is one full year or more.</i>	Not to exceed 18 months.	No BOG approval required, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30 salary.
TTMP SUM	Temporary Supplement	For short-term additional responsibilities. <i>Anticipated duration is less than a year.</i>	Less than one full year.	No BOG approval required, even if the resulting total salary (base pay + temporary supplement) is 15% and \$10,000 above prior June 30 salary.

For Questions Concerning	Contact
EPA Employees	EPA Personnel Administration at 513-0765
SPA Employees	Deborah Wright, Dir. Class & Comp at 515-4290