

Additional Compensation Training

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Learning Objectives

- What is additional compensation?
- Who can receive additional compensation?
- Identify the critical components of Regulation 05.58.01.
- Gaining access to additional compensation
- SAR Coordinator and approval roles
- Understanding the workflow
- Understanding workflow roles
- Describe the limitations and salary thresholds.
- Navigating to the Additional Compensation Application
- Setting Up an Email Notification
- Additional Compensation Queue
- Searching for an Existing Transaction
- **Demonstration:** Enter a new additional compensation transaction

What is additional compensation?

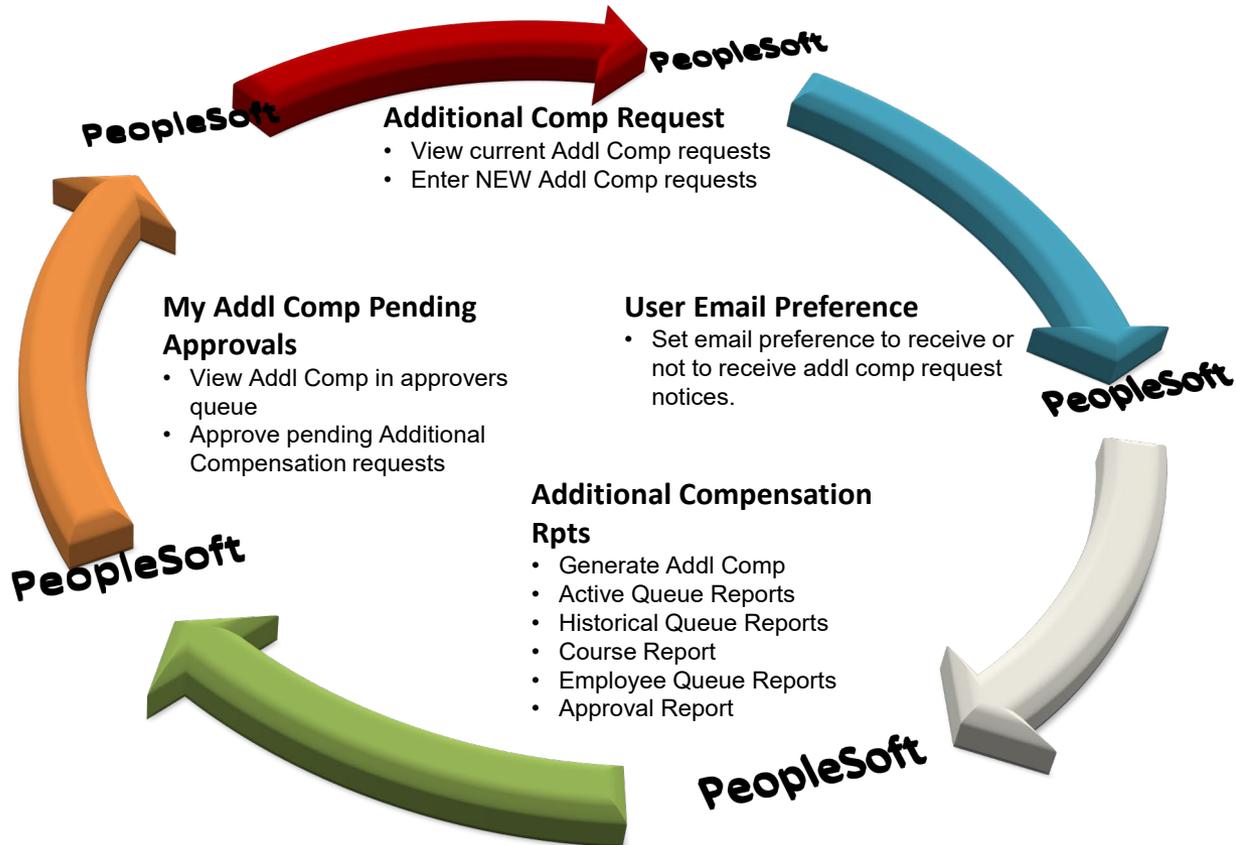
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Additional Compensation is payment for ***task-based, short-term effort*** (< 12 months) that is ***clearly outside the scope*** of, or in **addition to**:

- Employee's regular job responsibilities as described in the employee's position description
- For faculty a Statement of Faculty Responsibility (SFR) (for faculty

ADDITIONAL COMPENSATION APPLICATION



**The term “workflow” is the progressive movement of a payment request through the approval process.*

Who can receive additional compensation?

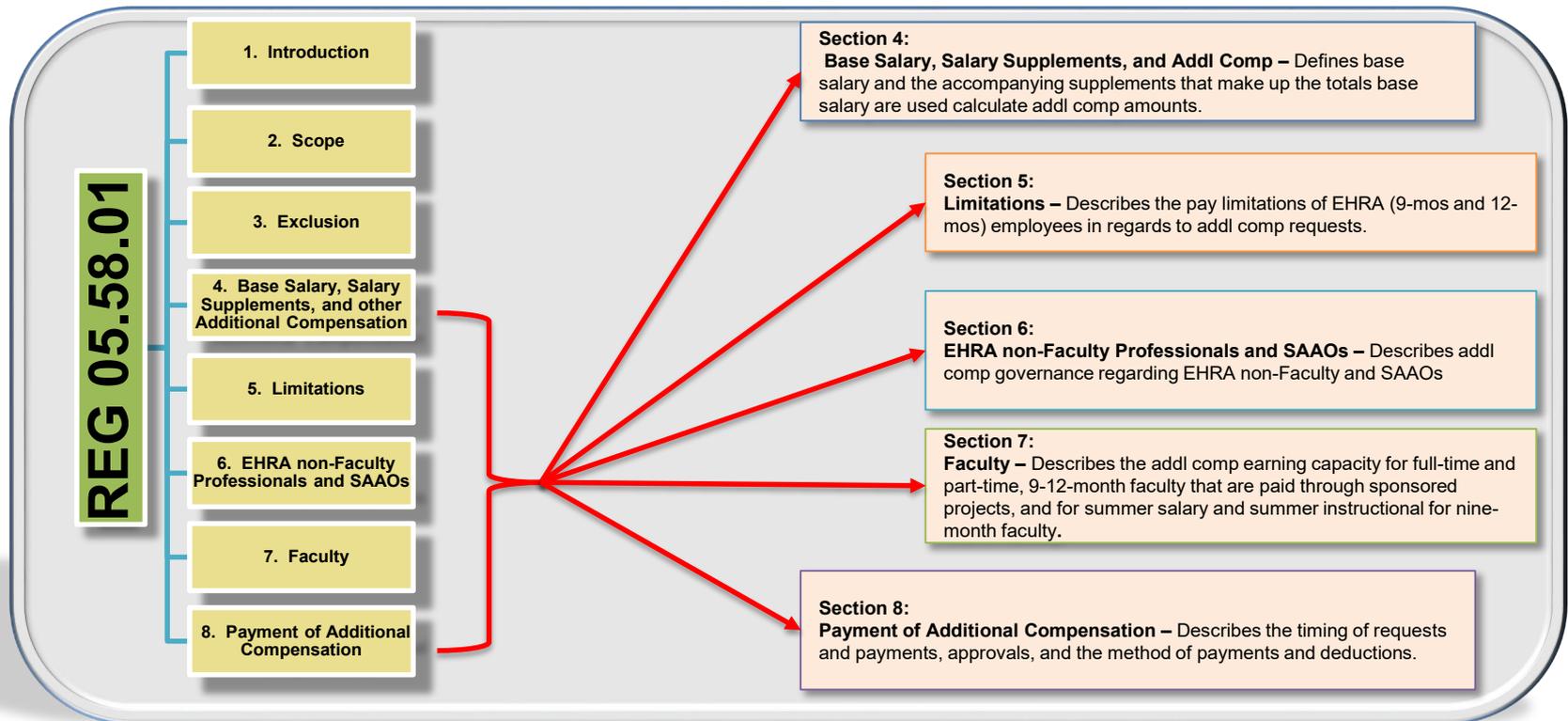
This regulation applies to most additional compensation paid to:

- *NC State University faculty,*
- *senior academic & administrative officers (SAAOs),*
- *EHRA non-faculty professionals,*
- *SHRA staff,*
- *and County Operations Support Staff (COSS) through the University Payroll Office.*

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REGULATION: 05.58.01 – ADDITIONAL COMPENSATION PAID THROUGH THE UNIVERSITY



Gaining Access to Additional Compensation Application

SAR Coordinator

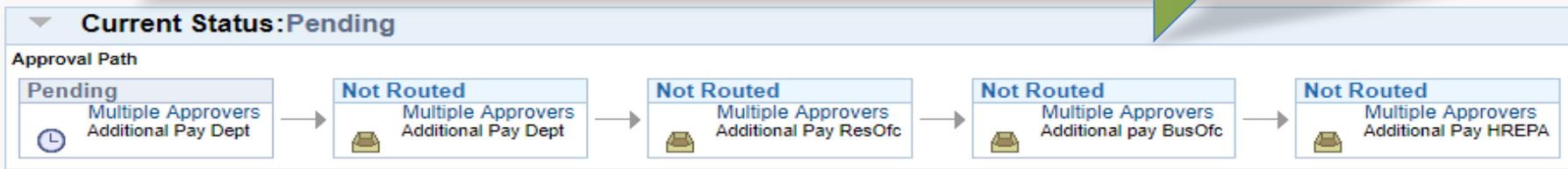
- Access to the Addl Comp system is granted by the **Security Access Request (SAR)** coordinator. SAR access is granted to individuals based on their role.

OUC Designation	Workflow Description	SAR Central Roles	SAR Campus Roles
Employee OUC	Initiator	NCH HR CAMPUS Adl Py Reqstr	Addl Comp Initiator (Payee)
Employee OUC Department	Employee Home Department Supervisor (Home Dept.)	NCH HR CAMPUS Adl PyAprvDept	Addl Comp Dept. Head Approval (Payee)
Project ID OUC	Initiating Department Supervisor (Paying Dept.)	NCH HR CAMPUS Adl PyAprvDept	Addl Comp Dept. Head Approval (Paying)
Project ID OUC	College/Division Research Office (Paying Dept.)	NCH HR CAMPUS Adl PyAprvResOfc	Addl Comp Research Ofc. Approval (Paying)
Employee OUC	College/Division Business Office (Paying Dept.)	NCH HR CAMPUS AdlPyAprvBusOfc	Addl Comp Business Ofc. Approval (Paying)
Employee OUC	Home Dean (Paying Dept.)	NCH HR CAMPUS Adl PyAprvHmDean	Addl Comp Home Dean Approval (Paying)
Employee OUC	Vice Chancellor/Chancellor (Paying Dept.)	NCH HR CAMPUS Adl PyAprvVCPrvt	Addl Comp VC/Provost Approval (Paying)

Understanding the Workflow



Approval Stage



Conditional statement

*Division Research Office (3rd Approver): this approver will be inserted into the workflow if it is a research based earnings code (i.e. 600, 601, & 602 series).

*Home Dean / Chancellor (5th): this approver will be inserted into the approval workflow only when the addl comp request exceeds one of the three salary thresholds (i.e. 20% 33.33, 90%).

Initiator

**Initiator
(EE Home Dept.)**

Initiator (boots on the ground)

- College/Division/Department expert
- Reviews and determines if the addl comp request from the dept. should be processed.
- Gets prior approval before starting a transaction
- This should always be the paying (initiating) dept.

1st Approver

1st Approver
Home Dept.
Supervisor
(Paying Dept.)

1st Approver
Home Department Supervisor/Head
• Employees Home Department
Determines if the employee supporting
the additional work has the bandwidth
for the project.

2nd Approver

2nd Approver
Initiating Dept.
Supervisor
(Paying Dept.)

2nd Approver
Initiating Department Supervisor/Head

- Employees Home Department

Determines if the employee supporting the additional work has the bandwidth for the project.

3rd Approver

3rd Approver
Division Research
Office
(Paying Dept.)

3rd Approver
College/Division Research Office

- Verifies that the funding and project ID's match the earnings code selected.

Conditional statement

*Division Research Office (3rd Approver): this approver will be inserted into the workflow if it is a research based earnings code (i.e. 600, 601, & 602 series).

*Home Dean / Chancellor (5th): this approver will be inserted into the approval workflow only when the addl comp request exceeds one of the three salary thresholds (i.e. 20% 33.33, 90%).

4th Approver

4th Approver
Division Business
Office
(Paying Dept.)

4th Approver
College/Division Office

- Confirms that the funding and project ID's match the earnings code selected.

5th Approver

5th Approver

Home Dean /
Chancellor (only if
the additional
compensation
exceeds 20%,
33.33%, or 90%
threshold)

(Paying Dept.)

5th Approver

Home Dean / Chancellor

- Required when the thresholds are exceeded.

Conditional statement

*Division Research Office (3rd Approver): this approver will be inserted into the workflow if it is a research based earnings code (i.e. 600, 601, & 602 series).

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Final Approval

Final Approval
Human
Resources
(UHR)

Final Approval

- Reviews if the transaction thresholds are exceeded
- Determines if the appointment, EC/TRC's, employee classification and the appropriate attachments correspond with the transaction
- Approval required to process payment

Limitations and Salary Thresholds

Currently all types of additional compensation paid by the University that are not included in the employee's **base salary** are considered additional compensation for the purpose of calculating additional compensation maximums, if you have an FTE 0.75 or greater.

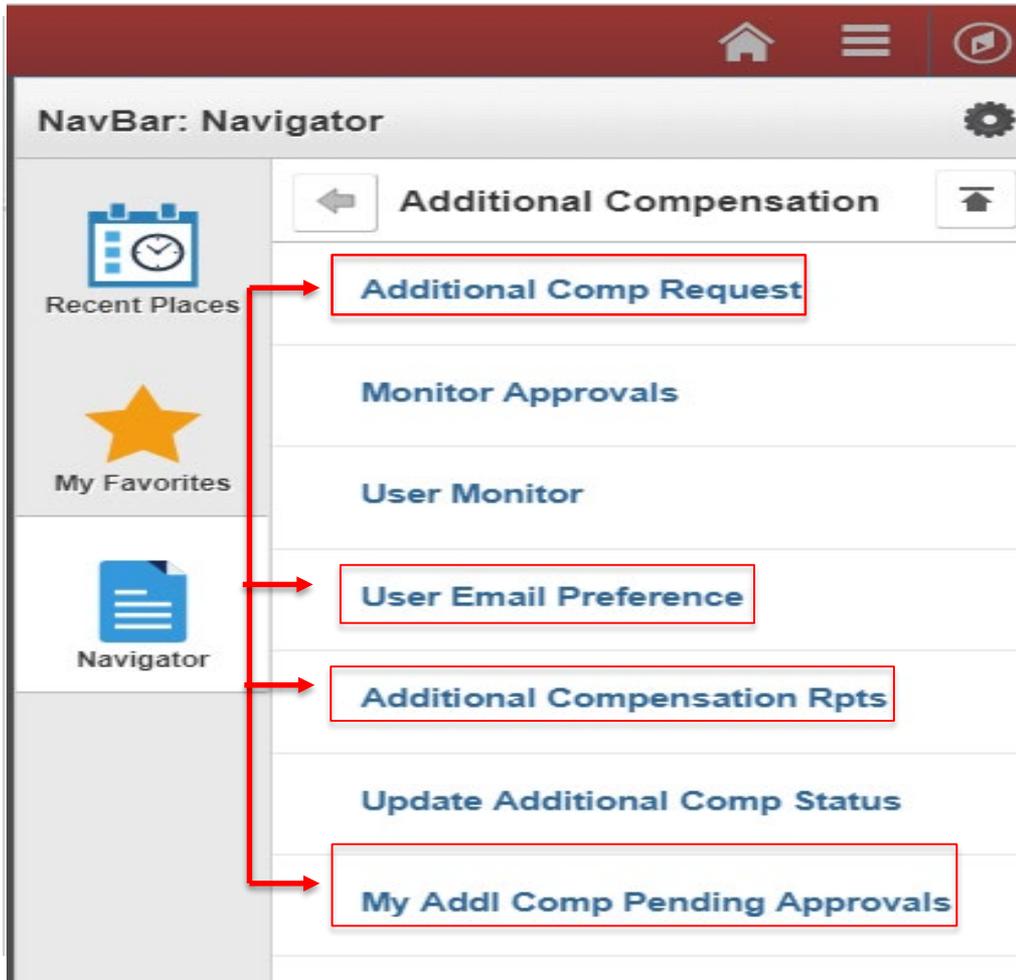
Thresholds

- **20% threshold (In contract)**
- **33.33% threshold (Out of Contract)**
- **90% per/pay period from sponsored funds (i.e. Ledger 5)**
- **Flat rate payments (3 days or less)**
- **Annual leave restrictions**
- **FLSA Non Exempt (Hourly Employees)**



Navigating to Additional Compensation

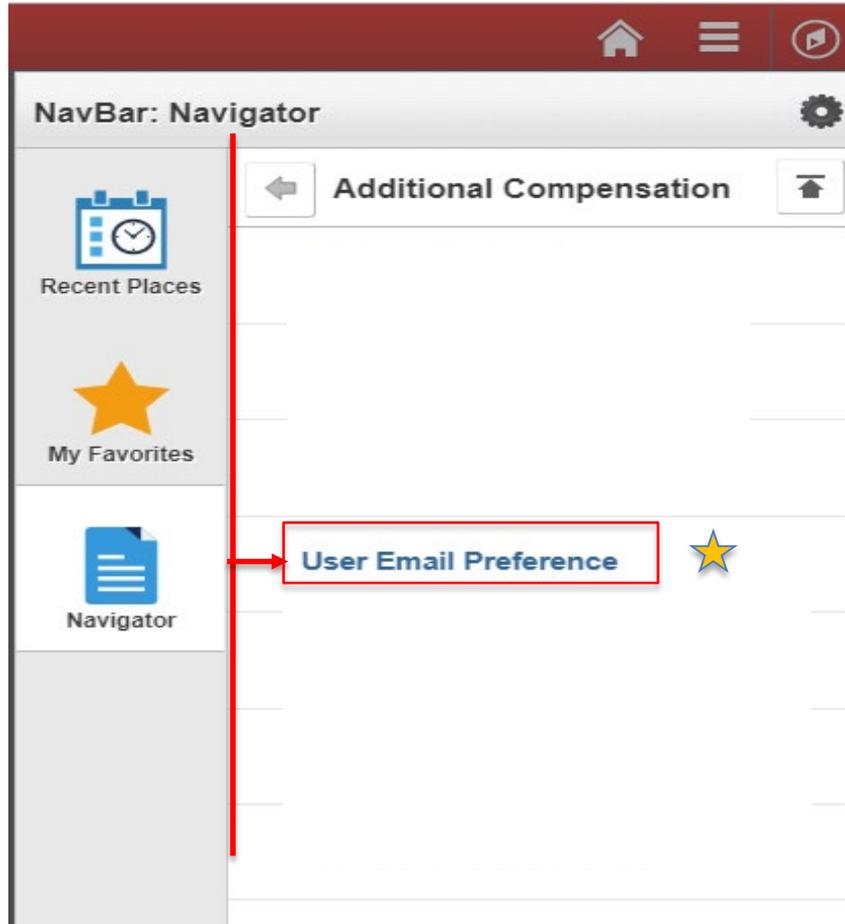
Carl





User Email Preference

Carl





Setup Email Notification

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Additional Compensation
- Additional Comp Request
- Monitor Approvals
- User Monitor
- User Email Preference**
- Additional Compensation Rpts
- Update Additional Comp Status
- My Addl Comp Pending Approvals

MyPack Portal

NC_EMAIL_OPTION_C

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: User ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

MyPack Portal

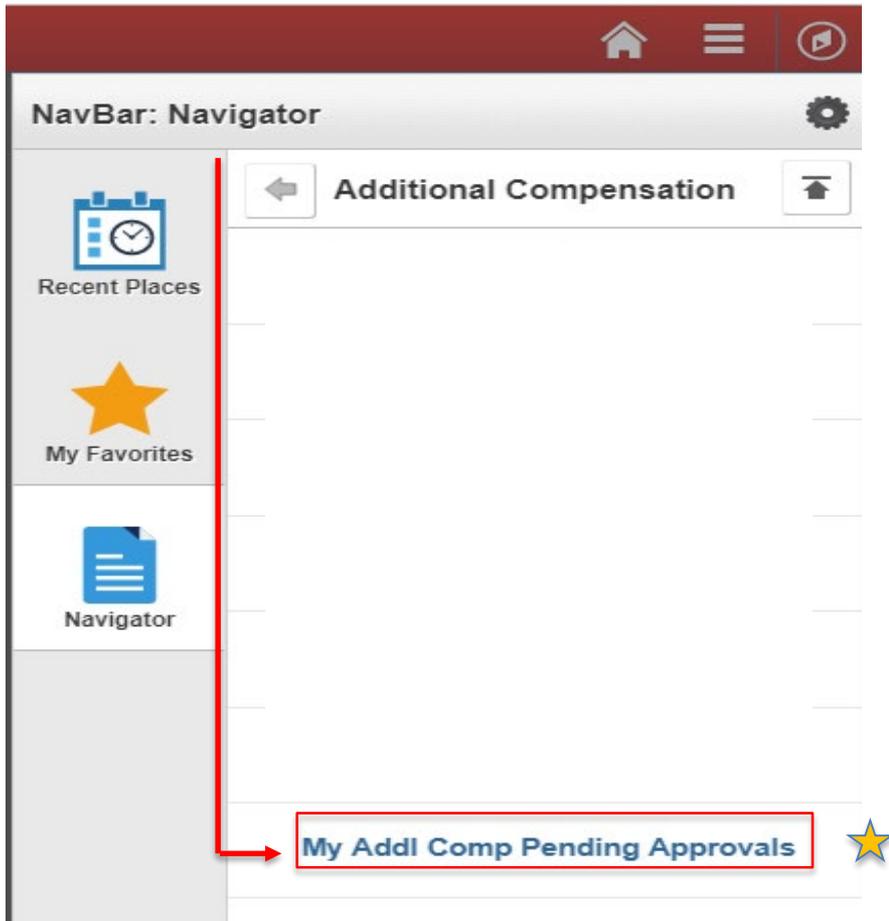
User ID:
Description:
Email ID:

User Email Preference		First	1 of 1	Last
Transaction Name	Disable Email			
1 NCAddlPay	<input type="checkbox"/>			

[Save](#) [Return to Search](#)

My Addl Comp Pending Approval (Queue)

Carl





Navigating to My Additional Comp Pending Approval (Queue)

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Additional Compensation
 - Additional Comp Request
 - Monitor Approvals
 - User Monitor
 - User Email Preference
 - Additional Compensation Rpts
 - Update Additional Comp Status
 - My Addl Comp Pending Approvals**

My Addl Comp Pending Approvals

Filter by: Empl ID Department

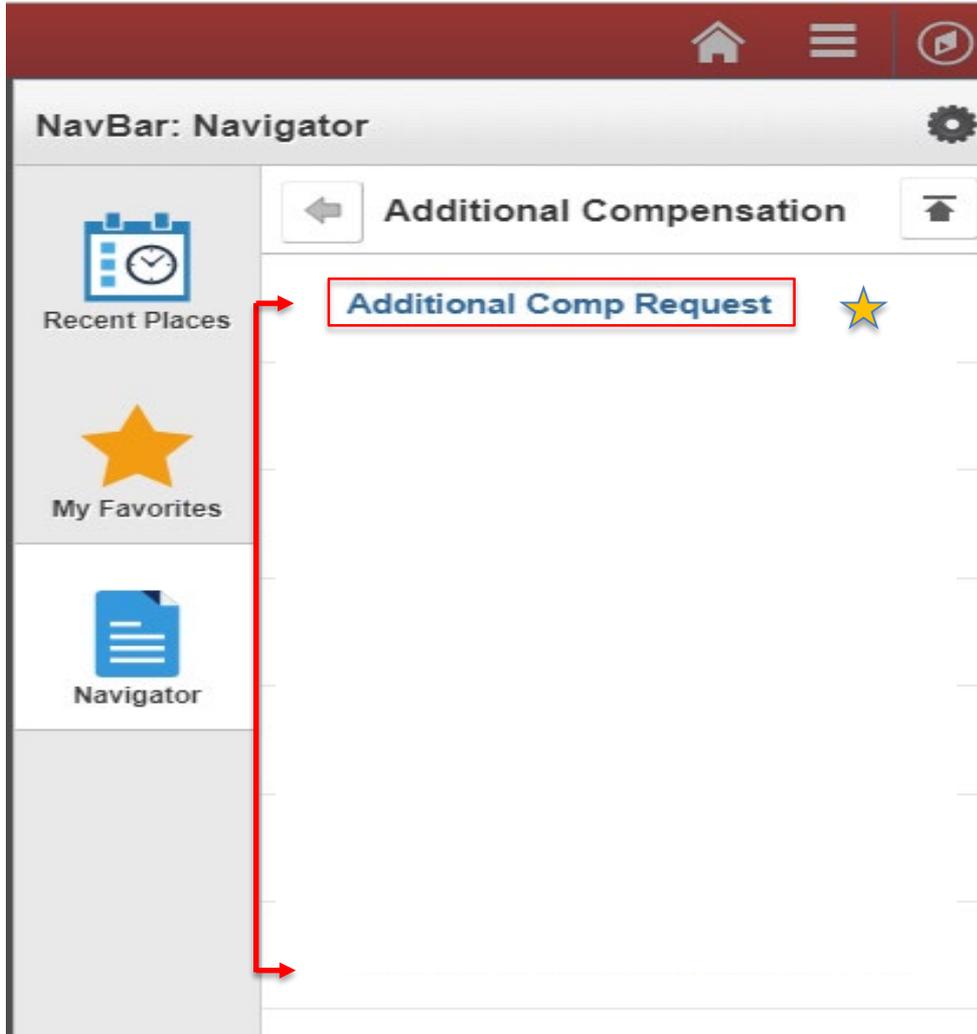
Search

Pending Approvals Personalize | Find | XLSX First 1-112 of 112 Last

ID	Empl ID	RCD	Name	Approval Stage	Begin Date	End Date	ERNCD / Rate Code	Description	Dept ID	Amount	Requested Pay Date
1	35000	000000000	2 Joe Smith	Additional Pay HREPA	08/21/2019	12/21/2019	995	Overload-DELTA/Engr On-Line		\$1,000.000	09/30/2019
2				Additional Pay Dept	08/16/2019	12/31/2019	995	Overload-DELTA/Engr On-Line		\$6,000.000	09/30/2019
3				Additional Pay Dept	08/16/2019	12/31/2019	995	Overload-DELTA/Engr On-Line		\$6,000.000	09/30/2019
4				Additional Pay Dept	08/16/2019	12/31/2019	995	Overload-DELTA/Engr On-Line		\$6,000.000	09/30/2019
5				Additional Pay Dept	08/16/2019	12/31/2019	995	Overload-DELTA/Engr On-Line		\$6,000.000	09/30/2019
6				Additional Pay Dept	08/16/2019	12/31/2019	995	Overload-DELTA/Engr On-Line		\$3,000.000	09/30/2019

Searching for Existing Additional Compensation Transactions

Carl





Viewing Existing Additional Compensation Actions

- **Search Functionality**
 - Allows the user to search and view currently existing transactions.
- **What to look for**
 - The “Initiator” should determine if the employee is reaching the cumulative % limitations by sorting on “Work Begin Date.”
 - Check for possible duplicate transaction.

Find Existing Value Add a new Value

Transaction ID: Name:

Employee ID: **Enter the Employee ID, then click the search button**

Employee Rec #: Empl Status: Active

Period: Job Title: C1118U Assoc Dean - Textiles

FLSA Status: Exempt

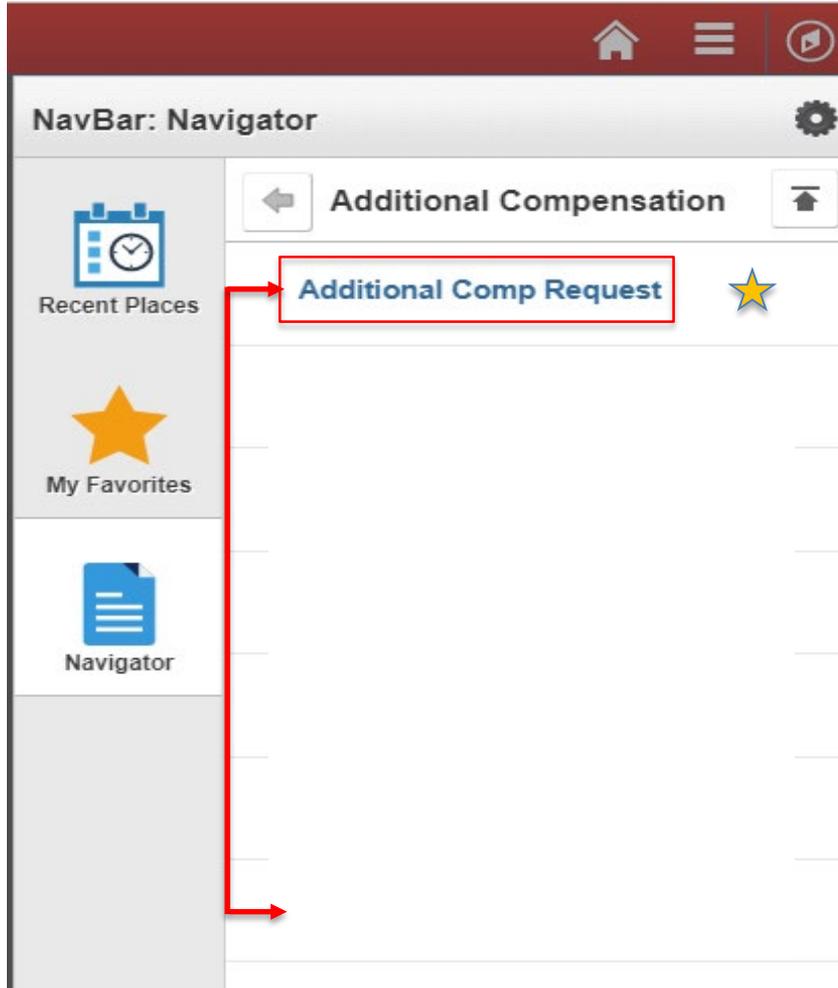
Department: 182301 Academic Programs

Transaction ID	Work Begin	Work End	Type	Description	Department	Department Description	Amount	Cumulative %	In/Out Contract	Period
3759	04/10/2019	05/31/2019	619			CALS Personnel Services		5.78	In	FY2019
1226	03/11/2019	04/14/2019	619			Chancellor - FAI		5.78	In	FY2019
	03/11/2019	04/14/2019	619			Chancellor - FAI		10.51	In	FY2019
	10/01/2018	10/31/2018	618	Overload - Administrative AY	182301	Academic Programs		1.27	In	FY2019
	07/01/2018	08/15/2018	617	Overload-Administrative Summer	180401	Textile Extension		35.29	Out	CY2018

Click the “Transaction ID to view a specific transaction

Create Additional Compensation Request

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NavBar: Navigator

Additional Compensation

Additional Comp Request

Monitor Approvals

User Monitor

User Email Preference

Additional Compensation Rpts

Update Additional Comp Status

My Addl Comp Pending Approvals

MyPack Portal

Find Existing Value | **Add a new Value**

Empl ID: Name: Empl Status:
*Employee Rec#: Empl Class: Action:
Recurring: Reason Code:

*Requesting Dept Id:
*Work Begin Date:
*Work End Date:
*Total Amount:

*Earnings Code:
TRC:
Description 1:
Description 2:

Find Existing Value | Add a new Value

For more information on TRCs or Earning Codes, click here

Go to www.menti.com and use the code 23 83 72

So, what have we learned?

Mary



Carl



QUESTIONS

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