

**NC STATE**

ADDITIONAL COMPENSATION  
FOR EHRA EMPLOYEES

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## Section 1 General

### 1.1 Introduction

On January 14, 2014 [revised February 28, 2017], the NC State regulation **Additional Compensation Paid through the University (REG 05.58.01)** was established to combine two existing regulations, Supplemental Pay for EPA Employees (REG 05.20.14) and Summer Salary and Supplemental Pay for Nine (9) Month Faculty (REG 05.20.35). The new regulation clarifies procedures regarding additional compensation, including Faculty (9- and 12-month) and EHRA Non-Faculty Professionals, House Officers and Post Docs, as well as SHRA employees and County Operations Support Staff (COSS) as appropriate. The new regulation identifies supplements that are included in base pay and the types of compensation in addition to base pay.

The Additional Compensation Application streamlines additional assignment requests from the initiating department with approval routing to the employee’s home department, the initiating department, College and Division Business and Research Offices, and Executive Officers.

The University Human Resources office will conduct the final endorsement with automatic routing to University Payroll for payment – **eliminating Time & Labor entries**. At any time during the process of the request, a user will be able to view the request’s status, location in the workflow, and all actions taken thus far including scheduled and actual payment(s) information.

Assignments less than 12 months & Temporary Supplements:	<b>Additional Comp Application</b>
Assignments 12 months or longer:	<b>PeopleAdmin Application</b>
<i>(Base salary adjustments and all Salary Supplements except Temporary Supplements)</i>	Job Action

### 1.2 Contacts / Questions

For questions concerning the Additional Compensation system and related resources, please contact:

**Ryan J Bernarduci** (*Additional Comp System Administrator*)

Phone: 919.513.7630

Email: [rjbernar@ncsu.edu](mailto:rjbernar@ncsu.edu)

**George Hibbler:**

Email: [ghibble@ncsu.edu](mailto:ghibble@ncsu.edu)

### 1.3 What is Additional Compensation?

Additional Compensation are payments made through the University Payroll Office that are beyond base salary. Additional compensation is payment for effort that is clearly outside the scope of the employee's job description – or faculty Statement of Mutual Expectations (SME) – performed outside of normal work effort or that adds extra work effort in addition to effort spent on normal job duties [REG 05.58.01 Section 1 & 2](#).

Additional compensation may be provided for activities beyond the established job duties that include, but are not limited to:

- Temporary additional or higher-level duties
- Conducting non-credit seminars, workshops, and training
- Teaching summer session courses or on-campus or distance education courses taught as overload assignments, and that fall outside the scope of work that is described in the faculty member's Statement of Mutual Expectations (the effort for which comprises the faculty member's Base Salary)
- Dual employment payments from other state agencies/universities
- Internal institutionally-funded grants or awards, such as for instructional development or non-externally-funded research/scholarly activities
- Externally-funded sponsored program payments during the summer term for nine-month faculty
- Externally-funded sponsored program payments beyond Base Salary for twelve-month faculty, and such payments during the academic year for nine-month faculty, if allowed by the funding source
- All other paid assignments, additional activities, deliverables, or duties with durations of less than one year.

### 1.4 Additional Compensation Regulation

This regulation applies to most additional compensation paid to NC State University EHRA faculty, Senior Academic & Administrative Officers (SAAOs), EHRA Non-Faculty Professionals, SHRA staff, and County Operations Support Staff (COSS) through the University Payroll Office. This regulation is not intended to modify existing policies or procedures that govern the general administration of University salaries nor payments for external consulting (such as External Professional Activities for Pay. [[REG 05.58.01 Section 2](#)])

1.5 Definition/Terms/Acronyms [[REG 05.58.01 Section 4 & 5](#)]

1. Time Periods

**Academic Year:** The 9-month period from August 16 through May 15

**Summer:** The 3-month period from May 16 through August 15

**Fiscal Year:** The 12-month period from July 1 through June 30

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** during the individual's appointment period (**20%**) and during summer for 9-month faculty (90% per pay period and 33.33% for the entire summer).

2. Annual Salary. The current salary or annualized wage basis of the employee as it appears in the appointment letter/contract or subsequent notification of salary increase/decrease, not including supplements or additional compensation.
3. Base Salary. The current annual salary of the employee as it appears in the appointment letter or subsequent notification of salary increase/decrease; and any administrative, honor, or interim supplement that carries an anticipated duration of one full year or more.
4. Salary Supplements. Compensation in excess of an employee's Annual Salary paid by NC State for increases in responsibility, extra duties, or honor recognitions.
5. Salary Supplements counted as Base Salary: Administrative, honor and interim supplements with an anticipated duration of 12 months or more are counted as Base Salary for purposes of this regulation. (*Requested/Processed in PeopleAdmin EHRA Position Management and entered as a Job Action in PSHR*)
6. Salary Supplements not counted as Base Salary. (*Requested/Processed in Additional Compensation Application and identified and paid as an Earnings Code in PSHR*)
  - a. Administrative, Honor, or Interim Supplements with an anticipated duration of less than 12 months, **are not counted** as base salary.
  - b. Temporary Supplement. A salary supplement for short-term additional duties that are anticipated to last no longer than 24 months.
  - c. Summer Salary. Any earnings paid through NC State for work performed by 9-month faculty between May 16 and August 15, including Maymester instruction.
  - d. Dual Employment. Payment to an NC State employee for services provided by the individual to another North Carolina state agency or UNC institution on a part-time or contractual basis.
  - e. Honor Supplement. A salary supplement paid to a faculty member as a distinguished or named professor. Honor supplements are not used for EHRA non-faculty professionals, SHRA employees, post-docs, house officers, student, or temporary employees. Honor supplements are recurring payments for at least three months that may continue as long as the faculty member's appointment to the distinguished or named professorship is in effect.
  - f. Interim Supplement. A salary supplement paid for filling a higher-level vacant administrative or professional position on an interim basis while a search is planned and conducted, until the new hire starts. Interim supplements are not used for post-docs, house officers, students, or temporary employees. Interim supplements are recurring payments for at least three months that may not exceed three years except with Provost or Vice Chancellor (not designee) approval.

## 1.6 Limitations ([REG 01.58.01](#))

All types of additional compensation paid by the University that are not included in the EHRA employee's base salary as defined in the regulation are considered additional compensation for the purpose of calculating additional compensation **maximums** during the individual's appointment period (20%) and during summer for 9-month faculty (33.33%).

- All additional compensation for full-time employees for the fiscal year (for 12-month employees) or for the academic year (for 9-month employees) may not exceed 20% of the Base Salary without advance authorization.
- Additional compensation for part-time employees taking on additional effort should be accomplished by adjusting the FTE, not to exceed 100% FTE.
- Part-time Non-Tenure-Track (NTT) Faculty who are contracted to teach on a course-by-course basis, typically for a semester or a year at a time and who assume additional duties beyond the contracted duties, should be compensated for the additional duties by either,
  - Revising the contract to reflect the additional duties, with commensurate FTE adjustment, or
  - By adding a separate entry in the HRIM System (referred to as a second "job row"), with commensurate FTE attributed.
- An increase in contracted duties and compensation, including additional compensation, for non-tenured faculty that still totals below 0.75 FTE is not considered an "overload" assignment.
- During the summer, a full-time (benefits-eligible) 9-month faculty member may be paid a total of 33.33% of his or her prior academic year's (9-month) base salary from all sources of funds. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean (not designee); however, no exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
- The 33.33% maximum pay for summer instruction effort or other effort not paid from sponsored program funds may be paid over one, two, or three months; the full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be in one month if the work is completed within that month.
- Payment and effort must be consistent with rules and procedures of NC State and the funding agency. Some funding agencies may impose more restrictive guidelines regarding summer pay; the awarding documents funding agency regulations shall govern allowable expenses. Additional approvals and rationale may be uploaded to the additional compensation request in the application.
- For more information related to summer salary from sponsored project funds for 9-month faculty, go to the Office of Contracts & Grants webpage: <http://cng.ncsu.edu/summer-salary/>
- In no case may a one-time or recurring special payment be used as a bonus to compensate an employee for meritorious service or performance, unless specifically pre-approved by the University's Board of Trustees or Chancellor (not designee).

## Section 2 Additional Compensation Application/Regulation Roles & Responsibilities

### 2.1 Employees

It is the employee’s responsibility, to communicate with all paying units, to ensure that his or her total effort and total payment does not exceed the allowable annual maximums. Employees who exceed the limit would be considered in violation of this regulation are subject to retroactive salary adjustments (if necessary) to bring the total within the allowable maximum(s). All faculty who will receive summer salary paid in whole or in part from sponsored project sources are required to complete summer salary training each provided by the Office of Contracts and Grants on the University’s summer salary regulations and standard operating procedures. [\[REG 05.58.01 Section 7 & 8.1\]](#)

### 2.2 Initiator and Approvers Access

OUC Designation	Workflow Description	SAR Role
Employee OUC	Initiator	Addl Comp Initiator Access
Employee OUC	Employee Home Department Supervisor	Add Comp Dept. Head Approval
Project ID OUC	Initiating (Paying) Department Supervisor	Add Comp Dept. Head Approval
Project ID OUC	College/Division Research Office	Add Comp Research Ofc Apprvr
Employee OUC	College/Division Business Office	Add Comp Business Ofc Apprvr
Employee OUC	Home Dean	Add Comp Home Dean Approval
	Vice Chancellor/Chancellor	Add Comp VC/Provost Apprvr

Each OUC designation must have a Security Access Request (SAR) submitted by your college or division administrator to obtain access to any of the roles identified in the table above. Attending training is the preferred method of granting the SAR request. However, there could be scheduling conflicts that prevent the user from attending training. In those scenarios contact the Additional Comp System Administrator.

Training Course Name and Code: *Additional Compensation Training - HR-LOD31*

We understand that our executive officers may not be able to access the application and approve requests for a variety of reasons. Since the authority for these approvals are not delegable to anyone, pursuant to 05.58.01, including their administrative staff. Please contact the Additional Comp System Administrator for more information about temporary proxy access.

Department Level Representatives (Initiator): Initiates an additional compensation request in the additional compensation application. The initiator is typically assigned to the initiating department requesting to

assign and compensate an EHRA employee for the additional assignment. The initiating department will also be the department that will compensate the employee for the additional effort/work.

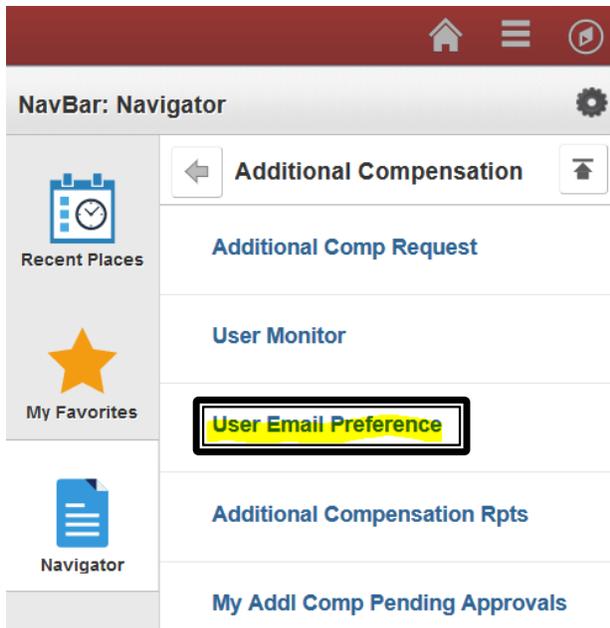
Department Level Representatives (Approvers): The approvers' are assigned to the workflow at the time the transaction is submitted and routed for approval. The system identifies the appropriate approvers based on the type of payment (I.e. research, instruction, etc.), the project ID, and employee's home OUC.

## Section 3 Additional Compensation Application

### 3.1 Setting up Email Notifications ([Section 3.1 Video](#))

Access to request new/update user accounts need to be submitted through the Security Application Request (SAR) process. The email notification preference by default is set to *disabled* for all users. Approvers should setup their email references to receive notification when a request is ready for their review. In order to change the default setting user must enable the setting by unchecking the 'Disable' checkbox on the Email Preferences page. The following explains how to access and search for an existing unity ID and/or add a new user. Email Preference is accessed through the NavBar navigator icon  using the path below:

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



The following screenshots and instructions (yellow box below) explain how to setup email notifications.

The first step in the yellow box below refers to clicking on the “User Email Preference” above.

The second step requires the user to search for their unity ID. If the unity ID is not found click the tab to “Add a New Value”.

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Favorites Main Menu > Human Resources Systems > NCSU Administration > Additional Compensation > User Email Preference

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

NC\_EMAIL\_OPTION\_C

Find an Existing Value | Add a New Value

User ID:

1. Click on User Email Preference
2. Search for your unity ID
3. If "no matching values were found" click on Add a New Value tab
4. Enter your User ID (unity ID) and click Add
5. Click the magnifying glass and select NCAddPay
6. Remove or toggle the Disable Email button to enable/disable email notifications from this application
7. Click Save

User ID: AASOVA  
Description: Adalia "Jessie" Sovo  
Email ID: AASOVA@ncsu.edu

User Email Preference | 1 of 1

Transaction Name	Disable Email
1 <input type="text"/>	<input type="checkbox"/>

Look Up Transaction Name

Search by: Transaction Name begins with

Look Up | Cancel | Advanced Lookup

Search Results

Transaction Name
NCAddPay

User ID: AASOVA  
Description: Adalia "Jessie" Sovo  
Email ID: AASOVA@ncsu.edu

User Email Preference | 1 of 1

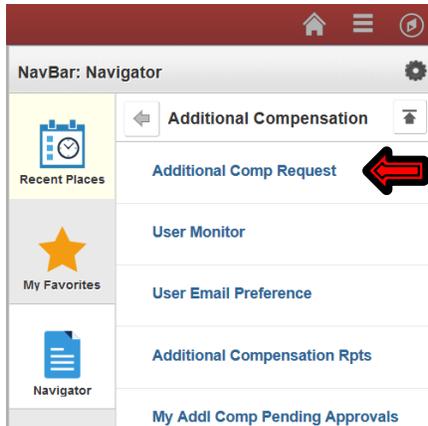
Transaction Name	Disable Email
1 NCAddPay <input type="text"/>	<input checked="" type="checkbox"/>

Remember to save the data once the email notifications have been enabled and/or turned on.

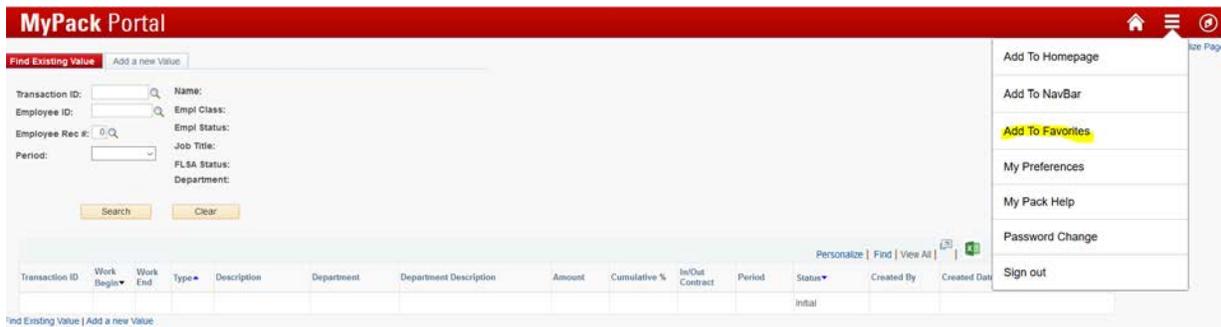
### 3.2 Navigating to the Additional Compensation Application ([Section 3.2 Video](#))

Once you log into MyPack Portal the following identifies the (Navbar) navigation path.

1. *Human Resources Systems->NCSU Administration->Additional Compensation->Additional Comp Request*



Note: Once you land on the page, you can add this navigation to your “My Favorites” if you frequently use this application.



### 3.3 Search Existing Additional Compensation Transaction Queue ([Section 3.3 Video](#))

The “Find Existing Value” tab allows the user to search for exiting transactions by the” Transaction ID and/or 9-digit Employee ID.” The Period field is an optional search field. It would show all distinct values for fiscal or calendar (summer) period for the employee in the drop down. If not selected, then all data will be provided. Simply update the appropriate field and click search. If the system locates a match it will display the data in the results field at the bottom of the page.

If the search criteria does not display any results, specifically using the employee ID, a new transaction can be generated by selecting the “Add a new value” tab.



The following example reflects an Employee ID search with several additional comp transactions.

Find Existing Value | Add a new Value

Transaction ID:  Name:

Employee ID: 00101 Empl Class: F1IRA Faculty

Employee Rec #: 0 Empl Status: Active

Period:  Job Title: F000 Named Professor

FLSA Status: Exempt

Department: 202001 Business Management-Poolle COM

Search Clear

Transaction ID	Work Begin	Work End	Type	Description	Department	Department Description	Amount	Cumulative %	In/Out Contract	Period	Status	Created By	Created Datetime
35197	01/01/2019	05/15/2019	615	Instructional Overload, 9 Mth	200201	MBA Program-Poolle COM	\$15,000.00	14.44	In	FY2019	In Workflow	YMSANDER	01/10/2019 10:38AM
35228	01/01/2019	02/28/2019	619	Overload - Instruction Related	200201	MDA Program-Poolle COM	\$20,000.00	8.25	In	FY2019	In Workflow	YMSANDER	01/14/2019 3:52PM
31610	07/01/2018	06/15/2018	602	Research-Summer 7/1-8/15	202001	Business Management-Poolle COM	\$25,764.00	22.22	Out	CY2018	Paid	YMSANDER	05/11/2018 2:52PM
31609	05/16/2018	06/30/2018	601	Research-Summer, 5/16-6/30	202001	Business Management-Poolle COM	\$25,764.00	11.11	Out	CY2018	Paid	YMSANDER	05/11/2018 2:51PM
29761	11/16/2017	11/16/2017	196	Faculty Dual Employment	402001	Budget Office	\$1,000.00	0.43	In	FY2016	Paid	SDNOWLIN	02/13/2018 2:31PM

The columns in the results section reflect the following:

- **Transaction ID** – system generated number for tracking purposes
- **Work Begin and End** – indicates when the additional work is being performed
- **Type** – indicates the earnings code used by payroll
- **Description** – provides a description of the earnings code
- **Department/Description** – the department planning to pay the additional payment request
- **Amount** – payment amount
- **Cumulative %** - indicates the cumulative percentage of all transactions for a specific employee being processed
- **In/Out Contract** – work being performed is in or out of contract obligation period
- **Period** – fiscal or calendar year
- **Status** – indicates the current status of the transaction
  - In Workflow - indicates the request is currently in workflow awaiting review/approval
  - Paid – indicates the transaction amount has been processed and paid
  - Pending Payment – the transaction has been approved and awaiting payroll processing
  - Terminated – the transaction has been removed from the payroll process queue by UHR
- **Created By** - the unity ID of the person who created the transaction
- **Created Date-time** - the date the transaction ID was generated

### 3.4 Earnings Codes (EC) and Time Reporting Codes (TRCs)

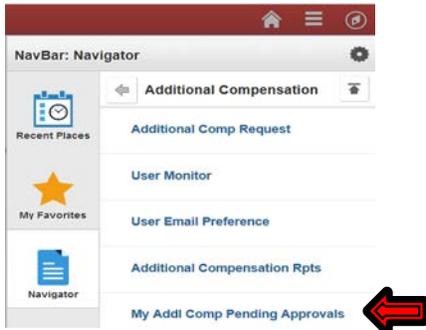
Additional compensation utilizes Earnings Code (EC) and Time Reporting Codes (TRC) to distinguish the type of work being performed. When initiating a new request it is very important to select the appropriate EC and TRC from the selection options. The following link will assist the user in selecting the appropriate ECs and TRCs available.

[Earnings and Time Reporting Codes website](#)

### 3.5 Additional Compensation Reporting

Canned reports are provided for easier tracking and reporting of additional assignments and payments. Report information is provided per the user's access. From [My Pack Portal](#) utilize the following (NavBar) navigation path to access reports.

*Human Resources Systems->NCSU Administration->Additional Compensation->Additional Compensation Rpts*



Once the page opens, select the type of report to generate from the options below. The application will generate an excel spreadsheet allowing the user to identify specifics regarding the report selected. The following information covers the viewing and sorting options.



#### Viewing and Sorting Additional Compensation Reports:

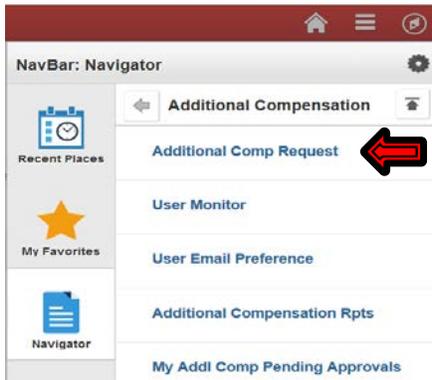
- After clicking the button to generate a report, depending upon the report selected, you will be prompted to enter either the work begin date, employee ID or semester term.
- After the spreadsheet opens, click on the box on the upper left hand corner of the spreadsheet to select the entire spreadsheet.
- Double click on the line to the right next to the 'A' to set all the columns to the correct width.
- Right click anywhere on the Spreadsheet and choose Format Cells.
- Choose the second tab (Alignment) and click the Merge Cells so that it is no longer checked. Click OK.

Example: Active Queue Report selected, the user would select the “Work Begin Date”.

### 3.6 Create a New Additional Compensation Request ([Section 3.6 Video](#))

From [MyPack Portal](#) utilize the following (NavBar) navigation path to generate a new request.

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



To start a new additional comp transaction click on the “Add a new Value” tab.

The following provides a brief description of the field data needed before submitting a transaction:

- **Empl ID** – 9 digit employee ID of the active EHRA employee currently at 0.75 FTE or greater
- **Employee Rec#** - employees have different record #'s if they have multiple jobs on campus and the system will default to the first active record. If the default record # is not correct, the user must select the appropriate active record # associated with the work being performed.

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- **Requesting Dept.** - Department requesting to borrow and compensate the EHRA employee for an additional assignment.
- **Work Begin and End Date** – indicates when the additional work assignment is being performed.  
\**Note: work dates follow regulation-prescribed dates for summer and academic year periods for 9-month employees.*
- **Total Amount** – Enter the total compensation amount for the assignment.
- **Earnings Code/TRC/Description** – Choose the appropriate earnings code, corresponding Time Reporting Code and Description of services being performed for additional compensation.
- When you have completed your entries, click **Add** to initiate the transaction.

Once the transaction is initiated, current information about the employee ID and job record selected will be displayed in the blue section. (i.e. employee name, current salary, FTE, etc...). Employee status (Active, Leave without Pay, Paid Leave), and the latest job is also displayed in the lower left corner. If the correct employee is chosen, proceed to the center section and continue.

**Additional Pay Details**

Empl ID / Rcd: 0000 0	Current Salary: \$88,459.00	Supervisor: 0000
Name: [REDACTED]	6/30 Salary: \$85,609.00	Empl Class: EHRA Faculty
Job Code: Assoc Professor	Appt Basis: 09	Home Dept: 160601 Public & International Affairs
Empl Status: Active	FTE: 1.00	FLSA Status: Exempt
Last Action: ARP 1 - Merit	Total Compensation	Trans Status: Initial

Transaction ID	*Requesting Dept	*Begin Date	*End Date	ERNCD	TRC	Description 1:
35163	390201	05/16/2019	05/31/2019	601	601	Research-Summer, 5/16-6/30
Total Amount: \$5,000.00		Percent % : 5.65	Period: CY2019	Summer Payments		
Original Total: \$10,000.00		Cumulative% : 5.65	In/Out Contract: Out			

SEQ NO	*Amount	*Payable Date	*Project ID	%	Cumulative%	Payment Status	Scheduled Pay Date	Actual Pay Date
1	\$5,000.00	05/31/19	520328	5.65	5.65	Initial		

AWS Details: <span style="border: 1px solid blue; padding: 2px;">←</span> <input type="checkbox"/> Alternate Work Schedule (AWS)	*Description of Activities to be Performed: Summer research assignment supporting project X.
--	---

Attachments ←

The highlighted **red section** allows the user to review the initial data and make any final adjustments to the work period dates, Earnings Code/TRC or the total amount being paid before saving and/or submitting the transaction.

- If the total payment amount is adjusted on this page, the original amount requested will be reflected in the “Original Total” field.
- **Percent %:** Percent of the request compared to the current salary in the header for this payment.
  - For the purpose of a summer research pay (i.e. Earnings codes 601 & 602) this field does not provide guidance in calculating or determining effort.
- **Cumulative Percent:** includes all additional payments as a percentage of current salary.

- The percentage sum amounts from all payments include: ***Approved, Paid, Pending Payment, Initial and In Workflow*** status.
- The cumulative percentage calculation for summer salary:
  - Full-Time 9-month faculty is based upon the regulation: During the summer, a full-time (benefits-eligible) 9-month faculty member may be paid a total of 33.33% (based on 1.0 FTE equivalent) of their current academic year's (9-month) base salary from all sources of funds.
- Period: CY=Calendar Year (1/1 – 12/31) and FY=Fiscal (academic) Year (8/16 – 5/15)
  - FY - indicates the work dates are within the appointment period for 9-month employees
  - CY - indicates the work dates are outside the appointment period for 9-month employees
    - Additional compensation during the FY exceeding 20% beyond EHRA employee current salary appointment period requires the Home Dean/VC approval.
    - Additional compensation during the CY exceeding 33.33% beyond EHRA 9-month employees current salary (5/16 – 8/15), may be approved in whole or in part from sponsored project funds.
- In/Out Contract:
  - EHRA 12-month appointments are always “In.”
  - EHRA 9-month appointments, can be “In or Out”, dependent on work assignment dates.

The highlighted **green section** allows the user to identify the payment amount each payable date (*use drop down arrow to select*) and the project ID. If the work assignment continues across multiple payable dates the user can click the plus sign (+) to disseminate the total payment amount across multiple pay periods. The application is coded with additional compensation value thresholds, as per the Additional Compensation Regulation.

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**Additional Pay Details**

Empl ID / Rcd: 0000 0	Current Salary: \$88,459.00	Supervisor: 0000
Name: [REDACTED]	6/30 Salary: \$85,609.00	Empl Class: EHRA Faculty
Job Code: Assoc Professor	Appt Basis: 09	Home Dept: 160601 Public & International Affairs
Empl Status: Active	FTE: 1.00	FLSA Status: Exempt
Last Action: ARP 1 - Merit	Total Compensation	Trans Status: Initial

---

Transaction ID: 35163	*Requesting Dept: 390201	*Begin Date: 05/16/2019	*End Date: 05/31/2019	ERNCD: 601	TRC: 601	Description 1: [REDACTED]	Description 2: [REDACTED]
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Total Amount: \$5,000.00    Percent % : 5.65    Period: CY2019  
 Original Total: \$10,000.00    Cumulative % : 5.65    In/Out Contract: Out    Summer Payments

SEQ NO	*Amount	*Payable Date	*Project ID	%	Cumulative%	Payment Status	Scheduled Pay Date	Actual Pay Date
1	\$5,000.00	05/31/19	520328	5.65	5.65	Initial		

AWS Details:  Alternate Work Schedule (AWS)    \*Description of Activities to be Performed:  
 Summer research assignment supporting project X.

Save    Back    Delete

Submit

**Attachments**

Attach [REDACTED]

Print

The **Alternate Work Schedule (AWS)** section (blue arrows) is used if the additional work assignment interferes with the persons regular work assignment/hours. In the comment section, indicate when the regular job duties will be performed or attach the AWS.

- For 12 month leave-earning employees:
- Employees working during normal hours may not also claim paid leave any time on such additional compensated assignment, but employees can request leave without pay with an alternate work schedule and supervisor’s approval forwarded to Human Resources for entry into the employee’s official personnel file to avoid double payment. [\[REG 05.58.1, Section 6.5\]](#). The Additional Compensation Application accommodates the requirement of documenting and approval of the schedule. If the Home Department Head is not direct supervisor, ensure that the supervisor approval is attached and uploaded to the request.
- If the employee chooses to take leave without pay to conduct the additional assignment, contact your college/division business office for guidance to process the employee’s reduction in salary and FTE, as well as the additional job action for the additional assignment through the PSHR system.
- If the assignment will be conducted during their normal work hours, then an Alternative Work Schedule may be required. Toggle the Check Box and describe the alternative work schedule. For example, if an employee teaches a course where the course is scheduled from 4:00 pm to 6:00 pm (assuming the employee’s normal work day is 8:00 am to 5:00 pm) Monday and Wednesdays for the fall semester, an alternative schedule is arranged to accommodate the two (2) hours the employee must make up each week for the fall period. Remember to include the time it takes for

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the employee to get from work to the class/assignment (in this case, 30 minutes for travel time and setup). Outline the revised work schedule to accommodate the two hours or more the employee is not conducting their primary duties in the box or annotate that the alternative work schedule is attached and upload the document.

- If the assignment will be conducted outside of their normal work hours, then do not toggle the Check Box. Annotate in the AWS Details that the work will be conducted outside of normal working hours.

**AWS Details:**  **Alternate Work Schedule (AWS)**

The employee will conduct the work outside of normal working hours. Alternative Working Schedule is not required.

The **Description of Activities to be Performed** section needs to provide a clear effort of work being performed associated with the additional compensation earnings code. In this example the 601- EC/TRC is a research work effort assignment.

To help determine where the payment percentage lands for the month, the user can click the “SAVE” button at the bottom. Once the data is saved the user can click the “Summer Payments” option highlighted with the red arrow.

Once the “Summer Payments” page opens it indicates the payment amount and percentage to date. If the percentage exceeds 90% per/month it will automatically require dean level approval. If the payment percentage per/month is 90% or less, dean level approval will not be included in the workflow process.

Empl ID: 00000    Empl Rcd: 0    Out-of-Contract Salary as of 05/15/2019 \$88,459.000

Work Period Summary			
Work Period	90% Salary	Amount to Date	Percent to Date
May (16th - 31st)	\$4,422.95	\$5,000.00	101.74%
June (1st - 30th)	\$8,845.90		0.00%
July (1st - 31st)	\$8,845.90		0.00%
August (1st - 15th)	\$4,422.95		0.00%

Total Summer Payments 05/16/2019 to 08/15/2019					
Earnings Code	Begin Date	End Date	Project	Amount	Status
601	05/16/2019	05/31/2019	520328	\$5,000.00	Initial

OK    Cancel

Click “OK” to return to the additional payment details (red section).

## ADDITIONAL COMPENSATION FOR EHRA EMPLOYEES

**Additional Pay Details**

Empl ID / Rcd: 00000 0	Current Salary: \$88,459.00	Supervisor: 0000
Name: [Redacted]	6/30 Salary: \$85,609.00	Empl Class: EHRA Faculty
Job Code: Assoc Professor	Appt Basis: 09	Home Dept: 160601 Public & International Affairs
Empl Status: Active	FTE: 1.00	FLSA Status: Exempt
Last Action: ARP 1 - Merit	Total Compensation	Trans Status: Initial

Transaction ID	*Requesting Dept	*Begin Date	*End Date	ERNCD	TRC	Description 1:
35163	390201	05/16/2019	05/31/2019	601	601	Research-Summer, 5/16-6/30

Total Amount: \$5,000.00	Percent % : 5.65	Period: CY2019
Original Total: \$10,000.00	Cumulative% : 5.65	In/Out Contract: Out Summer Payments

SEQ NO	*Amount	*Payable Date	*Project ID	%	Cumulative%	Payment Status	Scheduled Pay Date	Actual Pay Date
1	\$5,000.00	05/31/19	520328	5.65	5.65	Initial		

AWS Details: <input type="checkbox"/> Alternate Work Schedule (AWS)	*Description of Activities to be Performed: Summer research assignment supporting project X.
---	---

<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Delete"/>	Attachments <input type="button" value="Attach"/>
---	--

If payments are scheduled over different pay periods the individual percentage amounts being paid will be reflected each month. The application provides full flexibility allowing the user to change the “Total Amount” which changes the percentage on this page, once the user clicks the “Save” button. The original amount will continue to be displayed.

### 3.6.1 Selecting a Course for an Instructional-based Action

If you are processing an additional compensation request for teaching overload and have selected earnings code 610 - Overload-Instructional 12-months, 615-Instructional-Overload 9-months, 650 – Summer EHRA Instruction (651 – Sum 1, 652 – Sum 2, or 653 – Sum 10 Wk), 655 – Maymester Instruction, or 995 – Overload-DELTA/Engr On-Line, then you will need to enter in the course/section information in the application. The application will not allow you to submit the request without this information and will give you the following error message if you attempt to submit the request without the course/section information, “Course Validation. Please enter course information.”

**Additional Pay Details**

Empl ID / Rcd: [Redacted]	Current Salary: \$137,032.00	Supervisor: 001101851 Richard Mahoney
Name: [Redacted]	6/30 Salary: \$137,032.00	Empl Class: EPA Faculty
Job Code: Professor	Appt Basis: 09	Home Dept: 160601 Public & International Affairs
Empl Status: Active	FTE: 1.00	FLSA Status: Exempt
Last Action: Pay Grade Assignment	Total Compensation	Trans Status: Initial

Transaction ID	*Requesting Dept	*Begin Date	*End Date	ERNCD	TRC	Description 1:
2	160601	09/16/2014	12/31/2014	610	610	Credit

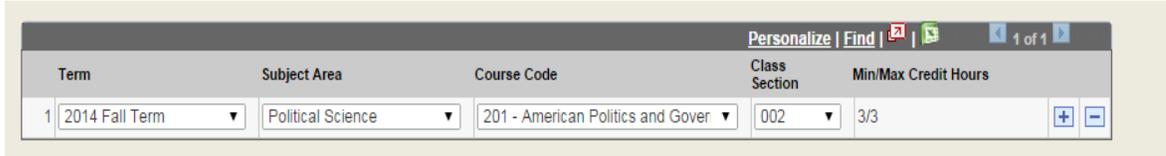
Total Amount: \$5,000.00	Percent % : 3.65	Period: FY2015
	Cumulative% : 3.65	In/Out Contract: In

SEQ NO	*Amount	*Payable Date	*Project ID	%	Cumulative%	Payment Status	Scheduled Pay Date	Actual Pay Date
1	\$5,000.00	10/31/14	201554	3.65	3.65	Initial		

AWS Details: <input type="checkbox"/> Alternate Work Schedule (AWS)	*Description of Services: Teaching overload falls outside the scope of work that is described in the faculty member's Statement of Mutual Expectation.
---	---

<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Delete"/>	Attachments Testimg Attachment.docx   AASOVA   09/24/2014 10:16AM
---	--

5. Credit hours Min and Max – The min/max defines the credit hours of each course. Some courses have variable credit hours
6. Click the OK button to save the data to the work record
7. Cancel Button: Back out without storing any information

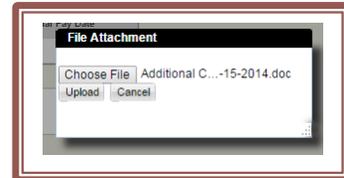
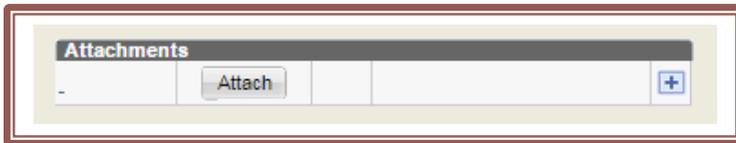


*Note:* Summer 1 and Summer 10 Week (including Maymester) courses are listed in the Summer 1 Term

### 3.6.2 Attaching a Document

Supporting documentation and files may be uploaded and attached to an additional compensation request. For example, an Alternative Work Schedule, a Principal Investigator’s (PI) approval or an Executive Officer’s approval of the request may be uploaded. More than one attachment may be uploaded at each stage of the request, commencing with the Initiator and at each approval level. Attachments may be in any format, such as PDF, Microsoft Word or Excel, and Text.

1. Ensure the file name is not too long or you will receive an error message.
2. Click on the “Attach,” button, click “Choose File,” find and select your file to be uploaded and then click “Upload.” You may click “Cancel” if you wish to cancel the upload.
3. If you have more than one attachment, click the +sign and continue.



Attachments				
<a href="#">Alternative Work Schedule.docx</a>	AASOVA	10/17/2014 9:41AM	-	+
<a href="#">Testing Attachment.docx</a>	AASOVA	10/17/2014 9:42AM	-	+
<a href="#">Test Attachment - Text File.txt</a>	AASOVA	10/17/2014 9:46AM	-	+
<a href="#">Testing Attachment.xlsx</a>	AASOVA	10/17/2014 9:48AM	-	+
<a href="#">Additional Compensation Communication 10-15-2014.pdf</a>	AASOVA	10/17/2014 9:48AM	-	+

### 3.6.3 Print

You may print the request at any point in the submission or approval process. Simply click on the Print button at the bottom of the page and a PDF file will open in another browser window for you to view, save and/or print. Remember to allow for pop-ups, otherwise the print function will not work.

The screenshot shows a web form with two main sections: 'AWS Details' and '\*Description of Activities to be Performed:'. The 'AWS Details' section has a checkbox for 'Alternate Work Schedule (AWS)'. The 'Description of Activities' section contains the text 'Summer Assignment'. Below these sections are buttons for 'Save', 'Back', 'Delete', and 'Submit'. To the right, there is an 'Attachments' section with an 'Attach' button and a plus sign icon. At the bottom right, a 'Print' button is circled in red.

### 3.6.4 Save, Delete or Submit

Now that you have completed your request, you have several options:

This screenshot is identical to the one above, but with a large blue arrow pointing to the 'Save', 'Back', and 'Delete' buttons. The 'Print' button is no longer circled.

1. **Save:** You may save your request and submit at a later date/time for editing and obtaining additional information.
2. **Back:** Will return the user to the “Find Existing Value” page
3. **Delete:** This button is available for new transactions in ‘Initial’ status only. Use of this button changes the status to “Deleted.” These transaction will not show in the list generated by the search page and will not be included in any % calculations. (*Initiator Only*)
4. **Submit:**
  - a. The application will re-check the amounts and percentages upon each save and submit. If the employee is a 9-month employee and the cumulative % in the summer period is > 33.33%, with ANY of the projects that make up this 33.33% starting with a ‘5,’ (*project/accounts starting with 5= grant funding*) then you will not be able to submit the request and you will receive the following *Error Message*: “This employee has been paid by a Grant for this period. Amounts over 33.33% are not allowed.” At this point, you should revise the request and resubmit or delete the request.

- b. If all re-checks are positive, then the workflow should appear at the bottom of the screen. You may click on the workflow approver boxes to determine those approvers who will be sent an automated email notification of your request. You should also receive an email, as the Initiator, that your request has been submitted for review and approval.

Termination Process: This option is only available to the original initiator if the transaction has been pushed back at every stage in the workflow and reaches the initiator. EHRA Administration (UHR) can also change the status of the transaction to “Terminated” if the transaction has been approved at all stages in the workflow. This typically doesn’t happen unless something has changed from the original request and the approved amount should not be processed for payment.

These transactions will not be included in any % calculations. When the originator of the transaction clicks “Terminate Process,” the application will ask, “Are you sure you want to Terminate this Transaction.” Click ‘OK’ to continue or Cancel.

The screenshot displays a system interface for managing transactions. At the top, there are fields for 'First Ending Value' and 'Add a New Value'. Below this, a form contains transaction details: Transaction ID (0160), Employee ID (redacted), Employee Rec.# (00), Period (F12015), Name (R036 Job Staged), Emp Class (SFA Technicians), Emp Status (Active), Job Title (01127), FLSA Status (except), and Department (Foreign Languages And Literat). A table below lists transaction records with columns for Transaction ID, Work Begin, Work End, Type, Description, Department, Amount, Completion %, In/Out Contact, Period, Status, Created By, and Created Date. One record is shown with Transaction ID 033, Work Begin 01/01/2015, Work End 03/31/2015, Type 019, Description Overload - 19870591 Related, Department 103301, Amount \$10,000.00, Completion % 21.74, In, Period F12015, Status Filled Work, Created By AA320A, and Created Date 10/20/2014 0:41:04.

Below the table is an 'Approval Stage' section. The 'Current Status' is 'Denied'. The 'Approval Path' shows a sequence of steps: 'Denied' (Jeffrey P. Gordon, Home Department Supervisor, 10/22/14 - 9:58 AM), 'Terminated' (Multiple Approvals, Executive Office), 'Terminated' (Multiple Approvals, Human Resources), and 'Terminated' (Multiple Approvals, Human Resources). A yellow callout box states: 'Once you have terminated the process, the transaction status will convert to "Terminated"'. Below this, a blue button indicates 'Trans Status: Terminated'. At the bottom of the approval stage, there are buttons for 'Save', 'Back', 'Terminate Process', 'Attachments', and 'Print'.

Once the page opens, select the type of report to generate from the options below. The application will generate an excel spreadsheet allowing the user to identify specifics regarding the report selected. The following information covers the viewing and sorting options.

**Viewing and Sorting Additional Compensation Reports:**

- After clicking the button to generate a report, depending upon the report selected, you will be prompted to enter either the work begin date, employee ID or semester term.
- After the spreadsheet opens, click on the box on the upper left hand corner of the spreadsheet to select the entire spreadsheet.
- Double click on the line to the right next to the ‘A’ to set all the columns to the correct width.
- Right click anywhere on the Spreadsheet and choose Format Cells.
- Choose the second tab (Alignment) and click the Merge Cells so that it is no longer checked. Click OK.

### Section 4 – Approving Additional Compensation Requests

Department Heads, College/Division Research and Business Offices, and Executive Officers, may receive email notification of requests ready for their review if notifications have been setup, (reference section 3.1 for details). The following reflects specific information involving additional compensation approvers.

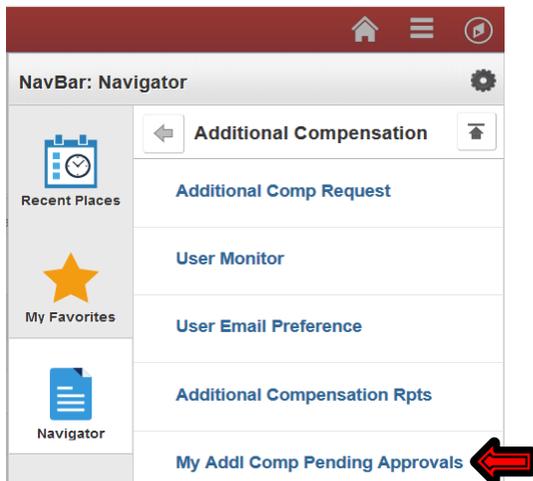
- Approvers are established at the time a transaction is submitted and routed for approval
  - Established by the project ID and employee’s home OUC/Dept.
- Each role/level may be assigned multiple approvers.
  - However, only one approval is allowed per level.

NOTE: Approvers who initiate additional compensation requests may not approve their own request.

#### 4.1 Additional Compensation Queue (My Addl Comp Pending Approvals)

Only approvers can access the Approver Page. Once you log into [MyPack Portal](#) the following identifies the (NavBar) navigation path. Clicking on the option allows the user to see any pending transactions. If this option below does not open then you may not be setup as an approver.

*Human Resources Systems->NCSU Administration->Additional Compensation->My Addl Comp Pending Approvals*



Once the page opens, the user would see all reviewable transactions, managed and/or approved. If no transaction exist then nothing is in the queue.

The image shows a screenshot of the 'My Addl Comp Pending Approvals' page. At the top, there is a search filter with fields for 'Empl ID' and 'Department', and a 'Search' button. Below the filter is a table titled 'Pending Approvals'. The table has columns for ID, Empl ID, RCD, Name, Approval Stage, Begin Date, End Date, ERNCD / Rate Code, Description, Dept ID, Amount, and Requested Pay Date. There are two rows of data in the table.

ID	Empl ID	RCD	Name	Approval Stage	Begin Date	End Date	ERNCD / Rate Code	Description	Dept ID	Amount	Requested Pay Date
1 35249	0000	0	Greg.	Additional Pay HREPA	12/01/2018	06/30/2019	623	Tmp Supp 12 Mth	11	\$1,458,310	01/31/2019
2 35225	0007	3	Ogha	Additional Pay HREPA	01/01/2019	01/31/2019	619	Overload - Instruction Related	14	\$2,666,670	01/31/2019

### 4.2 Approve a Request

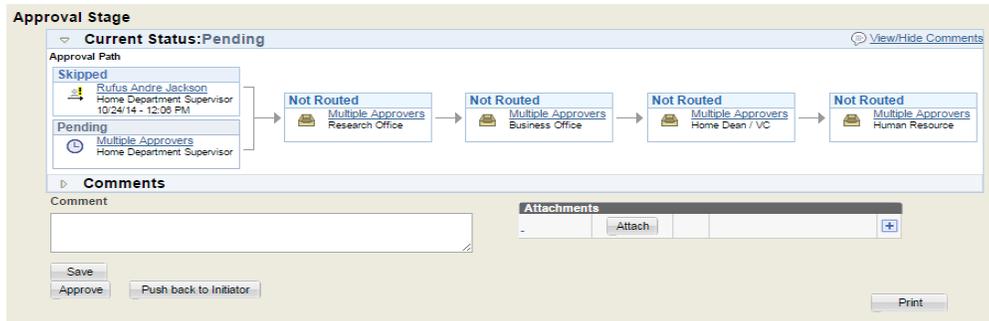
Once the list of transactions appears you have filtering options at the top of the page to help narrow down the search on specific field items if necessary. The approver can also click on the column headers to view transactions based on the column selected. Each time the approver clicks a column header the system sorts the order. To open and review a transaction simply click on the Transaction ID in the first column.

- Once a transaction opens the approver should review the request to determine if the additional compensation meets all compliance requirements including cumulative percentage and payments.
  - If the approver is satisfied the request meets all compliance requirements then click the **Approve** button (below) at the bottom of the screen.

#### Approval Stage

- Providing comments is optional, but required if the transaction is pushed back to the initiator.
- To upload attachments or supporting documentation, locate and select the document to be updated and click on the **Attach** button.
- Home Dean / VC Level:
  - Employee’s home Dean or Vice Chancellor
  - College/Division Business Officers, if authorized, may approve at this level with the home Dean /VC’s offline approval of the request attached. EHRA Administration will not endorse the request without the attached approval.

The additional compensation application determines the workflow of approvals. If email notifications are enabled, the system will notify the designated approvers at each step of the process. In the example below, the Home Department Head initiated the request so they are skipped from the approval process. Upon the Home Department Head designee's approval, the next level of approval is the College/Division Research Office as this particular request is for a 9 month faculty member for summer salary funded on a sponsored research project. The Home Dean/VC approval is identified in the workflow as this request cumulatively places the employee's summer effort, funded from all research projects during the summer period, beyond the 90% effort limitation.



You may print the request at any point in the submission or approval process. Simply click on the Print button and a PDF file will open in another browser window for you to view, save and/or print. Allow for pop ups– otherwise the print function will not work.

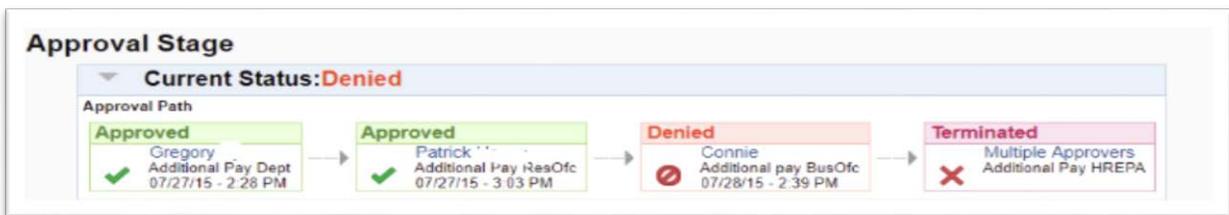
### 4.3 Push back to the Initiator (Deny)

If a transaction request **does not meet** compliance requirements, the approver at any stage in the workflow can push back (Deny) the request. Before pushing back a transaction a reason must be provided in the comment box. Once the comment is added, click the *Push back to Initiator* button at the bottom.

#### Pushed Back (Denied) Transactions

- The initiator receives an email when a request has been pushed back with a link to the transaction
- The following reflect the initiator options:
  - Review the transaction and update any editable fields
  - If the transaction is updated, resubmit back through the workflow/approval process
  - Terminate the transaction if it does not meet compliance requirements
- Pushed back transaction will still appear in the worklist queue

NOTE: A transaction can also be terminated by UHR but it typically doesn't occur that often. The following reflects a terminated status changes to a transaction.



This concludes the user guide. Reference the following link for the latest information on Additional Compensation: <https://hrim.hr.ncsu.edu/additional-compensation/>