

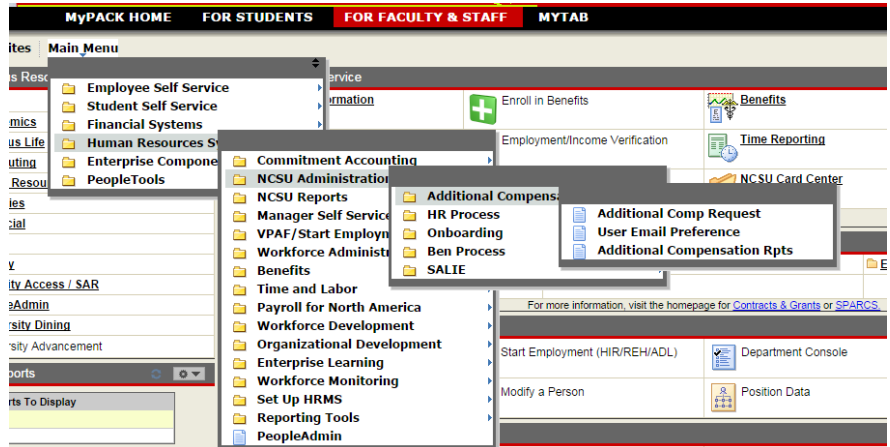
# Reference Guide to Reviewing and Approving Additional Compensation Application Requests

## Approvers

Department Heads, College/Division Research and Business Offices and Executive Officers, may receive email notifications of requests ready for their review. Additionally, approvers are provided with an Approver Pagelet with a listing of requests for their review and approval.

## Application Navigation

NC State Home Page > MyPack Portal > For Faculty & Staff > Main Menu > Human Resources Systems > NCSU Administration > Additional Compensation > Additional Compensation Request



## Email Notification

For go-live, the email notification preference will be set to **disabled** for all users. If an approver wishes to receive emails of requests ready for their review, then enable the application's email notification function using the Email Preferences page and un-checking the 'Disable' checkbox. For users requesting access after go-live, the default is to enable emails but the emails can be turned off by going to the same Email Preferences page, entering their unity ID and selecting the disable checkbox.

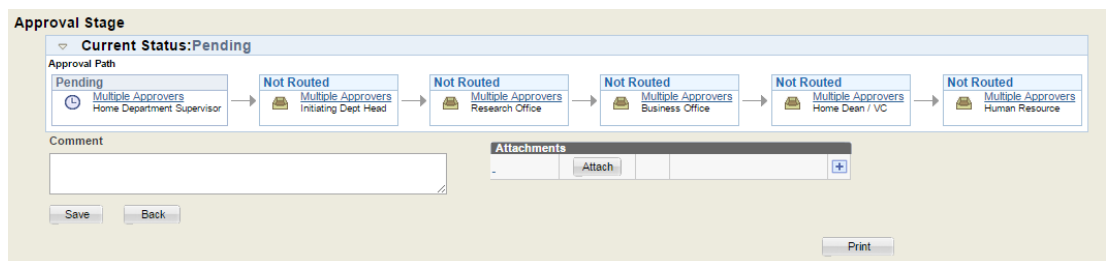
## Approver Pagelet – Approval Work List

Only approvers are provided with the Approver Pagelet. To set up your approver pagelet, to the [Main MyPack Portal](#) page, ensure you are on the 'For Faculty & Staff' tab, click on 'Content' (link on upper left page) and toggle 'Addl Comp Pending Approvals'. If you wish to move the pagelet, go to 'Personalize Layout'.

ID	Empl ID	RCD	Name	Begin Date	End Date	ERNCD / Rate Code	Description	Dept ID	Amount
1	73	0		01/01/2015	05/15/2015	615	Instructional Overload, 9 Mth	160801	\$17,500.000
2	96	0		11/11/2014	11/11/2014	610	Overload-Instructional	166201	\$500.000
3	106	0		04/02/2015	06/30/2015	607	EPA 12 Mo Research Pay	166201	\$9,500.000
4	113	0		05/16/2015	06/30/2015	601	Research-Summer, 5/16-6/30	164501	\$13,869.000
5	114	0		07/01/2015	08/15/2015	602	Research-Summer 7/1-8/15	164501	\$13,869.000
6	142	0		10/13/2014	10/31/2014	602	Research-Summer 7/1-8/15	160201	\$50,000.000

## The Workflow

Approvers are established at the time a transaction is submitted and routed for approval, established by the project ID and employee's home OUC. Each role/level may be assigned multiple approvers. Only one approval is allowed per level. Approvers who also initiate requests may not approve requests they have originated.



## To Approve a Request

1. Once you are satisfied that the request meets all compliance requirements and you are ready to approve, click the **Approve** button at the bottom of the screen, below the Comment box.
2. *Comments are optional* – you may provide comments in the Comment text box.
3. You may upload attachments such as supporting documentation, if necessary. Click on the **Attach** button.
4. Home Dean / VC Level:
  - a. Employee's home Dean or Vice Chancellor
  - b. College/Division Business Officers, if authorized, may approve at this level with the home Dean / VC's offline [approval of the request attached](#). EPA Administration will not endorse the request without the attached approval.
5. 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.

6. The application determines the workflow of approvals and sends emails to designated approvers at each step of the process. In this example, the Home Department Head initiated the request so he is skipped from the approval process. Upon the Home Department Head designee's approval, the next level of approval is the College/Division

Approval Stage

Current Status: Pending

Approval Path

Skipped  
Rufus Andre Jackson  
Home Department Supervisor  
10/24/14 - 12:09 PM

Pending  
Multiple Approvers  
Home Department Supervisor

Not Routed  
Multiple Approvers  
Research Office

Not Routed  
Multiple Approvers  
Business Office

Not Routed  
Multiple Approvers  
Home Dean / VC

Not Routed  
Multiple Approvers  
Human Resource

Comments

Comment

Attachments

Attach

Save Approve Push back to Initiator Print

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.

## To Pushback a Request (Deny) – Returns to the Initiator

1. If the request requires further investigation or review or if it appears to not meet compliance requirements, you may Pushback (or Deny) the request. Click the **Push back to Initiator** button at the bottom of the screen, below the Comment box.
2. *Comments are required*
3. The initiator then receives an email that the request has been pushed back with a link to the request where they will either update request and resubmit it for approval through the workflow or terminate the request.

Approval Stage

Current Status: Denied

Approval Path

Denied  
Richard Doyle Mahoney  
Home Department Supervisor  
09/24/14 - 5:05 PM

Not Routed  
Multiple Approvers  
Business Office

Not Routed  
Multiple Approvers  
Human Resource

Comments

Comment

Combining courses - will need to complete a new/different request.

Attachments

Testing Attachment.docx AASOVA 09/24/2014 10:16AM

Save Back

## EPA Administration Endorsement

If the request is endorsed, the request is processed for payment for the next available pay date or the designated pay date.

1. An email notification is sent to the Initiator that the request is endorsed and will be processed for payment with scheduled payment details
2. An email notification is sent to the **Employee** receiving payment with scheduled payment details

## Approver Compliance Review

### (Employee OUC) Home Department Head

- Reviews and approves assignment before work commences
- Assignment does not interfere or impact the effective performance of the employee's primary job
- Additional compensation up to 20% beyond base salary within the regular appointment period
- For leave earning EPA non-faculty employees, if the additional assignment is during normal working hours, then approve a leave without pay or an alternative work schedule
- Additional assignments, during the faculty member's regular appointment period, for activities that are specifically required by the grant proposal/sponsored research project
- Externally-funded work being performed by a faculty member at a remote operation

### (Project ID OUC) Initiating Department Head

- Ensures request is accurate and complete

### (Project ID OUC) College/Division Research Office

- Compliance with all sponsored project stipulations in the Additional Compensation Regulation
- Ensures Principal Investigator's approval, if required by the regulation and standard operating procedures, is uploaded and attached to the request
- Reviews to determine mandatory training for 9-month faculty summer salary on sponsored research projects has been completed as a requirement of endorsement
- Requests should not be endorsed but kept in pending status until training has been completed
- Successful completion of the faculty certification tutorial will post to a report at <http://www.ncsu.edu/sparcs/tutorial/namelist-summer.php> (Unity Login Required)
- If a request is paid on multiple contract and grant projects from several different colleges/divisions, the workflow will identify all research officer approvers from multiple colleges and/or divisions; however, only one individual approval is allowed. College/Divisions Research Officers should coordinate review and approval of requests funded with multiple contracts and grant project IDs from various divisions or colleges.

### (Employee OUC) College/Division Business Office

- Compliance with all aspects of Additional Compensation Regulation
- Ensures requests identify appropriate earnings codes; work dates; funding sources; payment amounts and schedules; supportive justifications; and appropriate/required documentation is attached, if necessary
- Proxy approval for compliance with sponsored project stipulations in the Additional Compensation Regulation if no structured research office is assigned to division/college

### (Employee OUC) Home Dean/Vice Chancellor

- Requests exceeding 20% beyond base salary from all sources within the EPA employee's regular appointment period.
- Additional compensation exceeding 33.33% beyond prior academic year base salary from all sources of funds during the summer period (May 16 – August 15). No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
- Payment of summer salary after September 30
- For leave earning faculty, if the additional assignment is during normal working hours, then approve a leave without pay or an alternative work schedule
- Additional assignments, during the faculty member's regular appointment period, for activities that are specifically required by the grant proposal/sponsored research project
- Exceptions beyond 90% effort on externally-funded grants and contracts during the Summer (May 16-August 15)
- Externally-funded work being performed by a faculty member at a remote operation
- Temporary Supplements exceeding 2 years – cumulative for same purpose
- College/Division Business Officers, if authorized, may approve at this level with the home Dean / VC's approval of the request attached

### (Employee OUC) Home Vice Chancellor [Provost]/Chancellor

- Approves direct reports if not in request work flow as Home Department Head
- Direct reports Temporary Supplements exceeding 2 years – cumulative for same purpose
- College/Division Business Officers, if authorized, may approve at this level with the home Dean / VC's approval of the request attached

### EPA Administration Endorsement

- Reviews and endorses requests for EPA employees that are compliant with all aspects of the Additional Compensation Regulation
- If College/Division Business Officer approved on behalf of Executive Office, ensures Executive Officer's approval of the request is attached
- Endorsement sends request for payment