Additional Compensation Application for EPA Employees

EPA Administration
February 12, 2015
# Table of Contents

- Introduction ............................................................................................................................................................................ 4
- Contacts / Questions............................................................................................................................................................... 4
- What is Additional Compensation? ........................................................................................................................................ 4
  - Additional Compensation Regulation .................................................................................................................................. 5
  - Additional Compensation Application ................................................................................................................................ 5
  - Benefits of the new Additional Compensation Application................................................................................................ 5
- Definitions ............................................................................................................................................................................... 6
- Limitations............................................................................................................................................................................... 7
- Additional Compensation Application/Regulation Roles & Responsibilities ................................................................. 8
  - Employee ............................................................................................................................................................................ 8
  - Initiator ............................................................................................................................................................................... 8
  - Approvers............................................................................................................................................................................ 8
- Figure 1, Additional Compensation Approval Matrix, EPA Faculty - 9 Month, House Officers and Post Docs ................. 9
- Figure 2, Additional Compensation Approval Matrix, EPA Faculty - 12 Month, House Officers and Post Docs .............. 10
- Figure 3, Additional Compensation Approval Matrix, EPA Non-Faculty Professional & SAAO ................................. 11
- Additional Compensation Application Access ...................................................................................................................... 12
- Application Navigation .......................................................................................................................................................... 12
- Troubleshooting .................................................................................................................................................................... 13
- Requesting Additional Compensation .................................................................................................................................. 13
  - Main Menu........................................................................................................................................................................ 13
  - Create a New Additional Compensation Request............................................................................................................. 14
    - Additional Pay Details ................................................................................................................................................... 15
    - Course/Section Information........................................................................................................................................... 19
    - Alternative Work Schedule (AWS) & Check Box ........................................................................................................... 20
    - Description of Services.................................................................................................................................................. 21
    - Attachments.................................................................................................................................................................. 22
    - Print............................................................................................................................................................................... 23
    - Save, Delete or Submit.................................................................................................................................................. 24
  - Find an Existing Additional Compensation Request ......................................................................................................... 25
- EPA Additional Assignments (Earnings Codes), Application Entry & Compliance Considerations .............................. 26
- Additional Compensation Activities .................................................................................................................................. 26
  1. Dual Employment ...................................................................................................................................................... 28
  2. 600, Research Academic Year ........................................................................................................................................ 29
Introduction

On January 14, 2014 [revised April 1, 2014], 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 Month Faculty (REG 05.20.35). The new regulation clarifies procedures regarding additional compensation, including Faculty (9- and 12-month) and EPA Non-Faculty Professionals, House Officers and Post Docs, as well as SPA 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.

We have developed a new Additional Compensation Application that will streamline 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. Final endorsement will be conducted by central university Human Resources (EPA Administration) 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, current location, and all actions taken thus far including scheduled and actual payment(s) information.

This new functionality will replace the current EPA Supplemental Pay page and temporary supplements processed through PeopleAdmin EPA Position Management. The new application will be used for all Additional Compensation payments less than 12 months in length and temporary supplements. PeopleAdmin EPA Position Management will still be used to approve EPA employee adjustments to base salary and all other salary supplements. The current HRIM EPA Supplemental Pay page will be changed to ‘view-only’ once this new application goes live.

Contacts / Questions

For questions concerning this application, access or the regulation contact EPA Administration:

Phone: 919.513.7630
         919.513.0765
         919.515.4315

Email: epaadministration@ncsu.edu

What is Additional Compensation?

Payments to employees through the University Payroll Office beyond the base salary are considered additional compensation. 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) -- that is 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].
All requests for additional compensation must be submitted and approved in advance of the start of the assignment [UNC Policy Manual 300.2.1.13 & REG 05.58.01 Section 5].

Additional Compensation Regulation
This regulation applies to most additional compensation paid to NC State University EPA faculty, senior academic & administrative officers (SAAOs), EPA non-faculty professionals, SPA 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]

Additional Compensation Application
Initially this new process will only apply to EPA employees (including faculty, non-faculty professionals, senior academic and administrative officers (SAAOs), County EPA, Post Docs and House Officers). In the next phase, we will add SPA, Law Enforcement and County Services (COSS) employees. While SPA, Law Enforcement and COSS employee additional compensation is not processed through the application, the additional assignments and compensation remain subject to the regulation. For these assignments, information and instructions can be found at http://www.ncsu.edu/human_resources/classcomp/sal_adjust.php.

Benefits of the new Additional Compensation Application
- Automated additional compensation requests of less than 12 months in duration (and Temporary Supplements), for all EPA employees, House Officers, and Post Docs (Phase I)
- No longer use a paper form – no forms and signatures to track down or regenerate when lost
- Automatic routing for reviews and approvals
  - Initiating Department Head
  - Home Department Head (if different from Initiating Department)
  - College/Division Research Office (if paid from SL-5)
  - College/Division Business Office
  - Executive Officer
  - EPA Administration
- Ability to upload backup documentation and executive officer approvals, as appropriate
- Course information and reporting to track course overload assignments by payment and employee
- Ability to enter and submit requests for additional assignments in the future – enter your summer salary and summer teaching overload requests far in advance
- Schedule payments of assignments over multiple payrolls – application will complete payment to employee as scheduled and approved
- Ability to save your request(s) before you submit for editing and obtaining additional information
- Ability to track each request in the work flow
- Ability to print the request at each step of the approval process
- Automated email notifications from the application to Initiators, Approvers, and when endorsed by EPA Administration, notification to the EPA Employee of the approved assignment and when payment is scheduled
- Automatic routing to Payroll for payment, Time and Labor entries no longer required nor used
- Reports for tracking and reporting additional assignments
Definitions
[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 (definition below) 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%).

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; plus 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 EPA 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.
Limitations

All types of additional compensation paid by the University that are not included in the EPA 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-tenure track 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 (nine-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 paid 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 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).
Additional Compensation Application/Regulation Roles & Responsibilities

Employee
It is the employee’s responsibility, in communication 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 in violation of this regulation are subject to retroactive salary adjustments (if necessary) to bring the total within the allowable maximum. All faculty who will receive summer salary paid in whole or in part from sponsored project sources are required to complete training each year 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]

Initiator
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 EPA employee for the additional assignment.

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.

1. (Employee OUC) Home Department Head
2. (Project ID OUC) Initiating Department Head
3. (Project ID OUC) College/Division Research Office *
4. (Employee OUC) College/Division Business Office
5. (Employee OUC) Home Dean/Vice Chancellor/Chancellor (Designees/Proxies not allowed)

While the additional compensation regulation stipulates that deans, vice chancellors, the provost and chancellor approvals must approve requests personally, 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 may not be delegated to anyone, including their administrative staff, we provide the following procedure/process to ensure we comply with the regulation:

- **College/Division Business Officer or other Administrative Officer:**
  - Specifically assigned College/Division Business Officers are granted two roles for this purpose: 1) College/Division Business Officer Role and 2) Executive Officer Role.
  - College/Division Business Officers granted Executive Officer Role will upload to the request in the application an approval email or other document, as an attachment, from the respective executive officer.

6. **EPA Administration**
   Reviews and processes additional compensation requests for EPA employees. Requests must be submitted to the University’s central Human Resources office for final review and payment processing.

* 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. Therefore, College/Divisions Research Officers should coordinate review and approval of requests funded with multiple contracts and grant project IDs from various divisions or colleges.
### Figure 1, Additional Compensation Approval Matrix - EPA Faculty - 9 Month, House Officers and Post Docs

<table>
<thead>
<tr>
<th>Approval Routing by</th>
<th>Approvals (REG 05-S8-01 Section Reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Department Head</td>
<td>Reviews and approves the additional compensation assignment work before the employee begins the assignment. Reviews the overall workload of the EPA employee to ensure the additional assignment does not interfere with or impact the effective performance of the employee’s primary job. (6 &amp; 7)</td>
</tr>
<tr>
<td>Initiating Department Head</td>
<td>Head of the department requesting to borrow and compensate the EPA employee for an additional assignment. (8.1)</td>
</tr>
<tr>
<td>College/Division Research Office</td>
<td>Compliance with all aspects of the Additional Compensation Regulation. Proxy approval for compliance with sponsored project stipulations in the Additional Compensation Regulation if no structured research office is assigned to division/college.</td>
</tr>
<tr>
<td>College/Division Business Office</td>
<td>Compliance with all sponsored project stipulations in the Additional Compensation Regulation. Reviews to determine if mandatory training for faculty summer salary on sponsored research projects has been completed as a requirement of endorsement. Request 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 <a href="http://www.ncsu.edu/sparcs/tutorial/namelist-summer.php">http://www.ncsu.edu/sparcs/tutorial/namelist-summer.php</a>. (Unity Login Required)</td>
</tr>
<tr>
<td>Home Dean/Vice Chancellor</td>
<td>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. 1) 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; 2) The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month; and 3) Payment of summer salary after September 30. (7.2.2)</td>
</tr>
<tr>
<td>Home Vice Chancellor/Chancellor</td>
<td>Endorsement - send to Payroll (8.2)</td>
</tr>
<tr>
<td>EPA Admin</td>
<td></td>
</tr>
</tbody>
</table>

### 9 month

- **Employee OUC Project ID**
- **Initiating Department Head**
- **College/Division Research Office**
- **College/Division Business Office**
- **Home Dean/Vice Chancellor**
- **Home Vice Chancellor/Chancellor**
- **EPA Admin**

### Summer Salary

1) Additional compensation up to 33.33% beyond prior academic year base salary from all sources of funds during the summer period (May 16 – August 15). 2) NC State faculty are limited to 90% effort on externally-funded grants and contracts during the Summer (May 16-August 15). 3)Payment of summer salary after September 30. (7.2.2)

### In unusual cases, additional compensation above the base salary is allowable, provided that such activities are specifically required by the agreement with the Project Sponsor and approved in advance by the Department Head and Dean, in accordance with federal regulations. (7.2.1.1)

### Sponsored Projects (SL-5)

### Temporary Supplements

### Temporary Supplements exceeding 2 years – cumulative for same purpose (4.4.2.b)
# Additional Compensation Request Approval Matrix - EPA Faculty - 12 Month, House Officers and Post Docs

## 12 Month

<table>
<thead>
<tr>
<th>Approval Routing by</th>
<th>(1) Employee OUC</th>
<th>(2) Project ID OUC</th>
<th>(3) Project ID OUC</th>
<th>(4) Employee OUC</th>
<th>(5) Employee OUC</th>
<th>(6) Employee OUC</th>
<th>(7) OUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Department Head</td>
<td>Initiating Department Head</td>
<td>College/Division Research Office</td>
<td>College/Division Business Office</td>
<td>Home Dean/Vice Chancellor</td>
<td>Home Vice Chancellor/Chancellor</td>
<td>EPA Admin</td>
<td></td>
</tr>
</tbody>
</table>

- **(1)** Reviews and approves the additional compensation assignment work before the employee begins the assignment. Reviews the overall workload of the EPA employee to ensure the additional assignment does not interfere with or impact the effective performance of the employee's primary job. *(6 & 7)*
- **(2)** Additional compensation up to 20% beyond base salary from all sources of funds within the employee's regular appointment period. *(7)*
- **(3)** For leave earning EPA employees, if the additional assignment is during normal working hours, then leave without pay or an alternative work schedule may be requested and approved. *(7.1.5)*
- **(4)** Leave-Earning

  - A full-time 12-month faculty member may not receive additional compensation from a sponsored project unless written into the initial grant proposal as compensation beyond base salary, or unless otherwise approved in advance by both the Project Sponsor, Department Head and Dean. *(7.1.1)*
  - Sponsored Projects (SL-5)
    - Remote location: Externally-funded work is being performed by twelve-month faculty at a remote operation. *(7.1.2)*
    - Sponsored Projects (SL-5)
- **(5)** Sponsored Projects (SL-5)
  - Remote location: Externally-funded work being performed by 12-month faculty member at a remote operation. *(7.1.2)*
  - Temporary Supplement
  - Temporary Supplements exceeding 2 years – cumulative for same purpose *(4.4.2.b)*

- **(6)** Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee's regular appointment period. *(7)*

- **(7)** Compliance with all aspects of Additional Compensation Regulation. Proxy approval for compliance with sponsored project stipulations in the Additional Compensation Regulation if no structured research office is assigned to division/college. *(7.1.5)*

**Endorsement - send to Payroll** *(8.2)*

---

*Figure 2, Additional Compensation Approval Matrix, EPA Faculty - 12 Month, House Officers and Post Docs*
### Additional Compensation Request Approval Matrix: EPA Non-Faculty Professional & SAAO

<table>
<thead>
<tr>
<th>ENF, ECX, ES1, ES2, ES3</th>
<th>Approval Routing by</th>
<th>Approvals (REG 05-58-01 Section Reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home Department Head</td>
<td>Initiating Department Head</td>
</tr>
<tr>
<td><strong>Employee OUC</strong></td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td><strong>Project ID OUC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project ID OUC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee OUC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee OUC</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**20% Appointment Period**
- Additional compensation up to 20% beyond base salary from all sources of funds within the employee’s regular appointment period. (6.3)
- Compliance with all sponsored project stipulations in the Additional Compensation Regulation. Reviews to determine if mandatory. (8.1)
- Approves direct reports if not in request work flow as Home Department Head (6.3)
- Approves direct reports if not in request work flow as Home Department Head (6.3)

**Leave-Earning**
- For leave earning EPA employees, if the additional assignment is during normal working hours, then leave without pay or an alternative work schedule may be requested and approved. (6.5)
- Training for faculty summer salary on sponsored research projects has been completed as a requirement of endorsement. Request should not be endorsed but kept in pending status until training has been completed. Compliance with all aspects of Additional Compensation Regulation. Proxy approval for compliance with sponsored project stipulations in the Additional Compensation Regulation if no structured research office is assigned to division/college. (6.6)
- Approves direct reports if not in request work flow as Home Department Head (6.3)
- Approves direct reports if not in request work flow as Home Department Head (6.3)

**Sponsored Projects (SL-5)**
- Temporary Supplements exceeding 2 years – cumulative for same purpose (4.4.2.b)

**Sponsored Projects (SL-5)**
- Temporary Supplements exceeding 2 years – cumulative for same purpose (4.4.2.b)

**Temporary Supplement**
- Temporary Supplements exceeding 2 years – cumulative for same purpose (4.4.2.b)

*Compliance with all aspects of Additional Compensation Regulation. Proxy approval for compliance with sponsored project stipulations in the Additional Compensation Regulation if no structured research office is assigned to division/college.*
Additional Compensation Application Access

Upon implementation of the application, roles will be uploaded on behalf of university units. After implementation, access to request new/update user accounts will be requested through the Security Application Request (SAR) process.

Application Navigation

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

2. Add this navigation to your MyLinks. MyLinks are links within your MyPack Portal interface that will allow you to quickly access and switch between pages.
Troubleshooting

1. The Additional Compensation Application is a new application and therefore has limited error messages
2. Allow for pop ups otherwise the print function will not work
3. Do not click on your browser’s “Back” button
4. Overpayments & Changes to Paid Earnings Codes. Situations may exist where an assignment is approved and paid but the services were not provided, or an assignment ends early and future payments are not required, or payments should have been classified using a more appropriate earnings code. If any of these situations exist contact EPA Administration for resolution.
5. Data Conversion. Upon implementation, any payments made in PeopleSoft Human Resources using the earnings codes in the Additional Compensation Application will be added to the application to ensure current cumulative effort percentages. We will add payments from the July through October 2014 payrolls for EPA, House Officers and Post Docs employees who are active as of November 17, 2014. We will load these payments into the Additional Compensation tables, however only the amount and the % will be ‘initial’ data. The ‘Created By’ USER ID will be ‘CONV’ for Conversion. The Work Begin and End dates will be the Pay Begin and End dates from each paycheck. The Department listed will be the employee’s Department id, not necessarily the Department that requested the payment. Special Note: While we will do our best to pull all the payments, please note that during this transition year, everyone should double-check their employees past payments and the cumulative percentage for each transaction in case something is missed due to a retro-active entry, rehires, or other issues.

Requesting Additional Compensation

Initiating departments generate the request in the additional compensation application. The initiator is typically assigned to the initiating department requesting to assign and compensate an EPA employee for requested effort/services. Business requirements may dictate that departments serve both roles: home and initiating.

Main Menu

1. Additional Comp Request
   a. Application Request Overview
   b. Additional Assignments (Earnings Codes) & Application Entry Considerations
   c. Approving Additional Compensation Requests
2. User Email Preference
3. Additional Compensation Reports
Create a New Additional Compensation Request

The navigation path Additional Compensation is as follows:

Empl ID: If you have the ID# already or obtained it through processing a Search Match then please fill the 9 digit number in this box. Only the following active, 0.75 FTE or greater employees are processed through this application:

→ EFX: EPA Faculty
→ ENF: EPA Professional Non-Faculty
→ ES1 or ES2: Senior Academic Administrative Officer (SAAO)
→ ECX: EPA County Extension
→ CHO: College of Veterinary Medicine House Officers
→ PDC: Postdoctoral Research or Teaching Scholars (while not subject to the regulation; Postdoctoral Affairs requests postdoc additional compensation be processed and approved through this application).

Employee Rec#: Defaults to zero or you may enter the employee record.

Once the employee ID is selected, the employee’s name, employee class, recurring (appointment length), employee status (Active, Leave without Pay, Paid Leave), and the most recent PSHR action and reason are displayed. If the correct employee is chosen, proceed as follows and enter:

1. Requesting Department: Department requesting to borrow and compensate the EPA employee for an additional assignment.
2. Work Begin and End Dates: Enter the dates of the assignment, when the work is to be conducted. Note that work dates follow regulation-prescribed dates for summer and academic year periods for 9 month employees.
3. Total Amount: Enter the total compensation for the assignment
4. Earnings Code: Chose the appropriate earnings code and respective TRC, Description 1 and 2 (time reporting code & description of services) for the assignment.

When you have completed your entries, click Add to continue.

Error Messages:

1. “Employee is not active. The employee is not active as of the work begin date. This additional payment is not possible.”
   a. Employees in leave status are typically not available to conduct additional assignments or the time is already reassigned for other purposes such as scholarship reassignment. If you wish to process a request for an employee who is currently on leave, the application will not allow the request and you must therefore consult with your College/Division Business Office for disposition of the request.
   b. Employees less than 0.75 FTE or if multiple jobs, cumulative FTE is less than 0.75.
   c. Other than EPA employees or House Officers/Postdoctoral Scholars
2. Work Begin/End Dates:
   a. “Work Begin dates must be on or after July 1. Please re-enter the Work Begin Date. For Retro-active payments, contact EPA Administration.”
   b. “Work Begin and End Dates must be in same fiscal year.” Stop processing.
   c. “9 Month people must have dates between 8/16 and 5/15 or have dates for Summer Sessions”
   d. “For 9 month Appointments, Summer payments must be between 5/16/xx and 8/15/xx.”
3. Duplicate Entry: Is an entry that has the same Empl ID, Empl Record, Dept ID, Work Begin/End Dates, Earnings Code and Compensation Rate, and Period (fiscal year or summer).
   “This entry already exists in the system. Would you like to open this entry?”
4. Initiators may not create a request for themselves. “Cannot create a transaction for yourself.”
Additional Pay Details

Once **Add** is clicked, the Additional Pay Details page is displayed. The information from the previous Add a New Value tab is pulled in along with additional information.
1. Percent %: Percent of this request compared to the current salary in header for this payment. In this case, the percentage value of this request and cumulative requests is the same, 1.6%.

2. Cumulative Percent (with hyperlink): Cumulative percent of all additional assignments/payments as a percentage of current salary.
   
   
b. The cumulative percentage calculation for summer salary for 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 his or her prior academic year’s (nine-month) base salary from all sources of funds.

3. Period: If the work dates are within the appointment period of the employee, the period is fiscal year; if the work dates are during summer period for 9 month employees, the period is calendar year as the summer period runs from May 16 through August 15, crossing two fiscal years.

4. In / Out Contract: If the employee is on a 12 month appointment, then the appointment is always “In”. If the employee is on a 9 month appointment, then in or out is determined by work dates.

5. Amount: Enter in the total amount of payment if the assignment is completed and payment is within one payroll period.
a. The application is coded with additional compensation value thresholds, as per the Additional Compensation Regulation. Upon selected either Save or Submit, error messages are provided to assist the initiator in complying with the regulation.

i. **No message:** Additional compensation exceeding 20% beyond current salary within the EPA employee’s regular appointment period. If the request or the cumulative requests exceed 20%, then the Home Dean/VC approval requirement will be displayed in the workflow once the request is submitted.

ii. **Error Message:** “Summer Salary for 9-month faculty: Additional compensation exceeding 33.33% beyond the prior academic year base salary 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.” The application will not allow the request to be submitted.

iii. **No message:** Exceptions beyond 90% effort (up to 100% effort) on sponsored project funds must be approved by the Dean. Home Dean/VC approval requirement will be displayed in the workflow once the request is submitted. The application allows the Home Dean/VC the ability to provide comments, outlining the rationale for the exception, and approve the request. If; however, the Home Dean/VC determines that the request should not be approved, then again, comments must be provided with the Home Dean/VC’s denial of the request in the application.

b. Or, you may spread out the payment for the assignment over the period of the work dates. If payment is scheduled for more than one payroll period, click on the plus sign to add additional payment periods and amounts to be paid for each period. The application provides full flexibility to the user – the Total Amount value will change if the payment amounts are different. If so, “Original Amount” will display if the values are different. “Original Amount” will continue to be displayed until or when the payment values total the “Total Amount.”

![Image of payment schedule](image.png)

6. Payable Date(s)

a. If the assignment work dates span more than one payroll cycle, then the payment should also span the period the effort is produced. For example, work dates of 10/1/2014 through 5/31/2015 should then be paid as the effort is distributed. Add rows for the distributed effort and associated payments.

b. If you are requesting a payable date earlier than the begin work date, then you will receive the following error message, “Payable date should be greater than Begin Date.” Change the payable date to a more appropriate period.

c. The application will pay the effort on the first payroll on or after the payable date (once the request is approved and endorsed by EPA Administration and then loaded into Payroll).
7. Project ID: Drop down should be based on Projects approved for this earnings type. You may enter in the project ID, the application allows display of 12 digits. If an inactive or incorrectly entered project ID is provided, you will receive the following error message, “The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.”

8. Account Code: The account code is stored but not shown and is based upon earnings code (http://www.ncsu.edu/human_resources/hrim/pdf/trcCodes.pdf)

9. Percent: Percent of Total Current Salary (from header) for full or partial payment amount entered.

10. Cumulative %: Cumulative percent of all prior payments and requests in the application to include those that are in workflow, pending payment, partial payment, or paid status, including the amount of the new request.

11. Scheduled Pay Date: This will be the date that gets loaded into Payroll. Typically, the Scheduled Pay Date will match the Date to be Paid entered by the initiator on this page, unless the transaction does not progress through all the approvals in time for monthly payroll lock out to pay by that date. In that case, this date will be set to the next monthly pay date.

12. Actual Pay Date: This field will be blank until the payment is paid and the job runs after distribution to update this field. It will be the date of the actual payment. Sometimes this may differ from the Scheduled pay date. For instance, in December, the Pay End Date is 12/31/xx but we actually get paid earlier in December each year. This field will hold the actual December date so we have a record of the exact paid date.
Course/Section Information

If you are processing an additional compensation request for teaching overload and have selected earnings code 610-Overload-Instructional, 12 Mth, 615 - Overload-Instructional Overload, 9 Mth, 650 - Summer EPA Instruction (651 - Sum 1, 652 – Sum 2, or 653 – Sum 10Wk), 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.”

Enter Course/Section Information:
1. Term – select the appropriate term
2. Subject Area
3. Course – Pulls from the course catalog
4. Section – Again from the course catalog
5. Credit hours Min and Max – The min/max defines the credit hours for 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, Summer 10 Week and Maymester courses are listed in the Summer 1 Term
Alternative Work Schedule (AWS) & Check Box

For our 12 month leave-earning employees:

1. To avoid double-payment, paid leave may not also be claimed for any time spent on such additional compensated assignment during normal working hours, but leave without pay, an alternate work schedule, may be requested and must be approved by the individual’s supervisor, and the approval forwarded to Human Resources for inclusion in the employee’s official personnel file [REG 05-58-01 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 the supervisor approval attached and uploaded to the request.

2. 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.

3. 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) Mondays 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 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.

4. 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.
Description of Services

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) – that is 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].

1. Unsupportable justifications should be pushed back to the initiator to provide a more detailed description of the services to be provided for which we are compensating the employee.

2. Justification examples:
   a. If the request is for teaching overload and you have entered the required course/section information in the application, then a statement such as “Teaching course as overload to address student demand”; “Teaching course as overload for faculty member who is unable to teach due to illness”; or “Teaching course as overload to support department faculty member while on scholarly reassignment [or grant release time].”
   b. “[NAME OF GRANT or RESEARCH PROJECT]: Investigate concepts for wireless interconnect, design paradigms, and email scale antenna enabled structure.”
   c. “Seven (7) hours of lecture for the “ACVO Basic Science Course” at $300 per hour, Topic: Pharmacology” plus five (5) hours of laboratory instruction for “ACVO Basic Science Course at $150 per hour.”
   d. “Until our vacant academic advisor position is filled, Professor Wolf will advise an additional 50 students during the fall 2015. This includes providing educational guidance and assistance for students by planning schedules, case management services, recommending courses and determining appropriate education solutions.”

Estimates: Each College/Division Business Office should determine the most appropriate business process to assist units with additional compensation requests that are based upon estimates of enrollments/participation. For example:

“Teach and direct workshop on pulp and paper basics. Participants are paper industry employees. Compensation rate is an estimate based upon the number of participants.”

In this example, the requestor may either Save the request and wait until the actual enrollments are confirmed before revising and submitting for approval.

OR

Submit the request and advise the College/Division Business Office to hold the request (not approve) the request until the actual enrollments are ascertained. Once the enrollments are confirmed and the estimate requires revision, the College/Division Business will then push the request back to the Initiators for revisions and resubmission.
Attachments

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 and will not be able to upload the file. Simply rename the file and attach the file.
2. Click on button “Attach”, 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.
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. Remember to allow for pop ups – otherwise the print function will not work.

### Additional Compensation Form

**Employee:** [Redacted]  
**Name:** [Redacted]

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Requesting Department</th>
<th>Comp Rate/Earnings Code</th>
<th>In/Out of Contract</th>
<th>Training Required</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>218</td>
<td>160401</td>
<td>619</td>
<td>In</td>
<td>No</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment</th>
<th>Requested Pay Date</th>
<th>Project</th>
<th>Percent</th>
<th>Cumulative %</th>
<th>Status</th>
<th>Scheduled Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,333.00</td>
<td>1/31/15</td>
<td>201552</td>
<td>7.25%</td>
<td>7.25%</td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td>$3,334.00</td>
<td>3/31/15</td>
<td>201552</td>
<td>7.25%</td>
<td>14.5%</td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td>$3,333.00</td>
<td>2/28/15</td>
<td>201552</td>
<td>7.25%</td>
<td>21.75%</td>
<td>Initial</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Descr</th>
<th>Course</th>
<th>Course Descr</th>
<th>Class Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Department Supervisor</td>
<td>Pushed Back</td>
<td>Jeffery P Braden</td>
<td>10/23/14 09:56</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>Terminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horne Dean / VC</td>
<td>Terminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resource</td>
<td>Terminated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Jeffery P Braden at 2014-10-23-09:56:17.000000  
Will replace compensation with course reduction from current teaching load

**Alternate Work Schedule:**

**Description of Services:** Review graduate program and provide recommendations to department curriculum committee
Now that you have completed your request, you have several options:

1. **Save.** You may save your request and submit at a later date/time for editing and obtaining additional information.

2. **Delete:** This button is available for new transactions in ‘Initial’ status only. Use of this button changes the status to Deleted. These transactions will not show in the list generated by the search page and will not be included in any % calculations.

3. **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’ 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.

4. **Terminate Process:** Use of this button will change the status to ‘T’ – Terminated. This button is only available to the initiator and EPA Administration once the process has been ‘Denied’ by an approver. The Search list will still show transactions of T although no changes are allowed. These transactions will not be included in any % calculations. When you click “Terminate Process” the application will ask you if you, “Are you sure you want to Terminate this Transaction.” Click Okay to continue or Cancel.

Once you have terminated the process, the transaction status will convert to "Terminated".
Find an Existing Additional Compensation Request

Go to the Find Existing Value tab and search by Transaction ID or Employee ID. Click Search, you should see the following:

1. You will see information concerning your request(s) including the status. In this case, “In WorkFlow” appears noting that the request has not completed the workflow approval process. You can also see when the request was created and the Initiator Unity ID.

2. You may also search by period. The Period field is optional. It should 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.

3. If the employee entered does not have any payments/assignments in the application, then the following Information Message will be displayed: “No additional payments found for this employee. To enter a new payment, select the ‘Add a new value’ tab above.”
EPA Additional Assignments (Earnings Codes), Application Entry & Compliance Considerations

Additional Compensation Activities
[REG 05.58.01 Section 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; and
- All other paid assignments, additional activities, deliverables, or duties with durations of less than one year.

Earnings Codes

Earnings Codes used in the application assist the requestor in identifying and reporting additional compensation activities. The below listed earnings codes will be ‘turned off’ in PSHR Time & Labor for EPA, House Officers and Post Docs only. Users will no longer be able to use the below listed earnings codes, except through the Additional Compensation Application. Time and Labor entries are no longer required nor will be used as the application will process the request to Payroll once endorsed by EPA Administration.
### Figure 4, EPA Additional Compensation Application Earnings Codes

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
<th>Time Reporting Code</th>
<th>User Field 1</th>
<th>Description</th>
<th>User Field 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>070</td>
<td>EPA Non-Faculty Employment</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>190</td>
<td>Faculty Employment</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>600</td>
<td>Research - Academic Year</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>601</td>
<td>Research - Summer 5/16-5/30</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>602</td>
<td>Research - Summer 7/1-8/15</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>603</td>
<td>EPA 12 Mo Research Pay</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 NONCREDIT Non-Credit</td>
<td>INSTOVYR2 Summer 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 CREDIT Credit</td>
<td>INSTOVYR2 Summer 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 NONCREDIT Non-Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 CREDIT Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 NONCREDIT Non-Credit</td>
<td>SUMMER2 Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 CREDIT Credit</td>
<td>SUMMER2 Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 NONCREDIT Non-Credit</td>
<td>SUMMER10WK Summer 10 Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Overload Instructional</td>
<td>810 CREDIT Credit</td>
<td>SUMMER10WK Summer 10 Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>815</td>
<td>Instruction Overload 9 Mth</td>
<td>815 NONCREDIT Non-Credit</td>
<td>SUMMER10WK Summer 10 Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>815</td>
<td>Instruction Overload 9 Mth</td>
<td>815 CREDIT Credit</td>
<td>SUMMER10WK Summer 10 Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>817</td>
<td>Overload - Administrative Summer</td>
<td>817 MOSUMA01 9 Month Summer Adj 5/15-5/30</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>817</td>
<td>Overload - Administrative Summer</td>
<td>817 MOSUMA02 9 Month Summer Adj 7/1-8/15</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Administrative AV</td>
<td>818 NONCREDIT Non-Credit</td>
<td>STUDENTEC Student Teaching / Purschot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Administrative AV</td>
<td>818 STUDENTEC Student Teaching / Purschot</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Instruction Related</td>
<td>818 OTHINSTR New Course Development</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Instruction Related</td>
<td>818 OTHINSTR2 Campus Rev/Intramural Programs</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Instruction Related</td>
<td>818 OTHINSTR New Course Development</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>818</td>
<td>Overload - Instruction Related</td>
<td>818 OTHINSTR2 Campus Rev/Intramural Programs</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 ACADSUPPOR Academic Support Programs</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 ACADSUPPOR Academic Support Programs</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINSTR1 Summer Startup Support</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINSTR1 Summer Startup Support</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINSTR6 Supervision Staff Tech/Proctor</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINSTR6 Supervision Staff Tech/Proctor</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINOTAP Other Inst - BOT Approved</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 OTHINOTAP Other Inst - BOT Approved</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 STUDYABROAD Study Abroad</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>Overload - Instruction Related</td>
<td>819 STUDYABROAD Study Abroad</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>821</td>
<td>TempSuppl - 3 Mth</td>
<td>821 NONCREDIT Non-Credit</td>
<td>MOSUMA01 9 Month Summer Adj 5/15-5/30</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>821</td>
<td>TempSuppl - 3 Mth</td>
<td>821 MOSUMA02 9 Month Summer Adj 7/1-8/15</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>823</td>
<td>TempSuppl - 12 Mth</td>
<td>823 NONCREDIT Non-Credit</td>
<td>STUDENTEC Student Teaching / Purschot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>823</td>
<td>TempSuppl - 12 Mth</td>
<td>823 STUDENTEC Student Teaching / Purschot</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>CVM Additional Pay E3A</td>
<td>840 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>CVM Additional Pay E3A</td>
<td>840 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>CVM Additional Pay E3A</td>
<td>840 CVMPEADL CVM Hospital Based</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>CVM Additional Pay E3A</td>
<td>840 CVMPEADL CVM Hospital Based</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>840</td>
<td>CVM Additional Pay E3A</td>
<td>840 CVMPEADL CVM Hospital Based</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>850</td>
<td>Summer EPA Instruction</td>
<td>850 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>850</td>
<td>Summer EPA Instruction</td>
<td>850 SUMMER10WK Summer 10 Week</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>850</td>
<td>Summer EPA Instruction</td>
<td>850 SUMMER10WK Summer 10 Week</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>850</td>
<td>Summer EPA Instruction</td>
<td>850 SUMMER10WK Summer 10 Week</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>855</td>
<td>Waymaster Instruction</td>
<td>855 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>855</td>
<td>Waymaster Instruction</td>
<td>855 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>855</td>
<td>Waymaster Instruction</td>
<td>855 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>855</td>
<td>Waymaster Instruction</td>
<td>855 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880</td>
<td>Overload Other Non Instruct</td>
<td>880 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880</td>
<td>Overload Other Non Instruct</td>
<td>880 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880</td>
<td>Overload Other Non Instruct</td>
<td>880 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880</td>
<td>Overload Other Non Instruct</td>
<td>880 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880</td>
<td>Overload Other Non Instruct</td>
<td>880 CVMPEADL CVM Faculty Clinical Comp</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>890</td>
<td>Overload Other Non Instruct</td>
<td>890 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>890</td>
<td>Overload Other Non Instruct</td>
<td>890 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>890</td>
<td>Overload Other Non Instruct</td>
<td>890 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>890</td>
<td>Overload Other Non Instruct</td>
<td>890 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>890</td>
<td>Overload Other Non Instruct</td>
<td>890 NONCREDIT Non-Credit</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 CREDIT Credit</td>
<td>INSTOVYR2 Summer 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>INSTOVYR2 Summer 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>INSTOVYR1 Academic Year 5/16 to 5/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>SUMMER2 Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>SUMMER2 Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895</td>
<td>Overload Delta/Engr On-Line</td>
<td>895 NONCREDIT Non-Credit</td>
<td>SUMMER2 Summer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Dual Employment

a. **076, EPA Non-Faculty Dual Employment.** Payments to EPA Professional (non-faculty) for services rendered to borrowing state agencies for which the original employing agency receives reimbursement.

b. **196, Faculty Dual Employment.** Payments to EPA Faculty for services rendered to borrowing state agencies for which the original employing agency receives reimbursement.

c. **Procedure:** Approval must be obtained from the supervisor of the NC State position before the service is provided in order to ascertain whether the obligation will interfere with the job duties and commitments of the primary position. If approved, all payments for the employee’s services must be sent (along with State Form CP-30) from the borrowing agency to the University Budget Office and paid through the University Payroll Office. Continue to follow the University Budget Office Dual Employment Procedure.

   i. The completed CP-30 form received from the Borrowing Agency plus the salary check are sent to the University Budget Office for processing.

   ii. The check is deposited into the University accounts. The CP-30 form is forwarded to the Parent (Home) department for the signature of the employee and his immediate supervisor and the completion of Section Two of the form.

   iii. Once signed, the CP-30 form (all copies) is returned to the University Budget Office.

   iv. Application Entry Considerations:

      1. The University Budget prepares the additional compensation request through the additional compensation application and the request is then routed to the College/Division Business Office for compliance review and EPA Administration for endorsement and payment. The Home Department Head workflow approval in the application is not required as approval is already provided on the CP-30 form.

      2. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.

      3. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Executive Officer approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.

      4. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule. (Reference the Alternative Work Schedule (AWS) section of these instructions.)

      5. The budget office will upload the approved CP-30 form to the request.

      6. Additional compensation exceeding 33.33% beyond a faculty member’s prior academic year base salary from all sources during the summer period (May 16 – August 15).
         a. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         b. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
         c. 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 paid in one month if the work is completed within that month.

v. Once the application is approved and endorsed for payment, the University Budget Office then prepares the necessary budget revisions (Form BD-606) and submits them to the Office of State Budget and Management to appropriately revise the departmental budget.

vi. A copy of the CP-30 form is then returned to the Borrowing Agency to show that all required action has been taken.

2. 600, Research Academic Year
   a. 9 month EPA Faculty and EPA Professional (non-faculty) or Post Doc employees during the academic year, 8/16 – 5/15, for performing scholarly research activities of 3 months or less. Generally paid from an externally funded grant/contract/ project but can be funded from internal sources.
   b. Application Entry Considerations:
      i. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      ii. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 607, EPA 12 Mo Research Pay for these employees.
      iii. Ensure the Work Dates are within the period 8/16 through 5/15; again the application will not prevent other work dates.
      iv. In unusual cases, additional compensation above the base salary is allowable, during the appointment period, provided that such activities are specifically required by the agreement with the Project Sponsor and approved in advance by the Department Head and Dean, in accordance with federal regulations. The application will identify the Home Department approval in the workflow but the Dean and Principal Investigator approval will require uploaded approval documentation to the application request.
      v. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      vi. Sponsored project-funded work being performed by a 9 month faculty member at a remote operation is allowable, if approved in advance by the Department Head and Dean. The application will identify the Home Department Head approval in the workflow but the Dean approval will require an uploaded approval document to the application request.

3. 601, Research – Summer, 5/16-6/30
   a. Summer pay to a 9 month EPA Faculty for scholarly research activities performed between 5/16 and 6/30. Generally paid from an externally funded grant/contract/ project but can be funded from internal sources.
   b. Application Entry Considerations:
      i. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 607, EPA 12 Mo Research Pay for these employees.
      ii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iii. Ensure the Work Dates are within the period 5/16 through 6/30; again the application will not prevent other work dates.
iv. Additional compensation exceeding 33.33% beyond the prior academic base salary from all sources during the summer period (May 16 – August 15).
   1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
   2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
   3. 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.
   4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.

v. NC State faculty are limited to 90% effort on sponsored project-funded grants and contracts during the Summer (May 16-August 15). If this is the situation, the application should identify the Dean/VC in the approval workflow. Exceptions beyond 90% effort (up to 100% effort) on sponsored project-funded grants or contracts must be approved by the Dean. The application allows the Home Dean/VC the ability to provide comments, outlining the rationale for the exception, and approve the request. If; however, the Home Dean/VC determines that the request should not be approved, then again, comments must be provided with the Home Dean/VC’s denial of the request in the application.

vi. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

4. 602, Research – Summer, 7/1-8/15
   a. Summer pay to a 9 month EPA Faculty for sponsored research activities performed between 7/1 and 8/15. Generally paid from an externally funded grant/contract/project but can be funded from internal sources.
   b. Application Entry Considerations:
      i. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 607, EPA 12 Mo Research Pay for these employees.
      ii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iii. Ensure the Work Dates are within the period 7/1 through 8/15; again the application will not prevent other work dates.
      iv. Additional compensation exceeding 33.33% beyond the prior academic base salary from all sources during the summer period (May 16 – August 15).
         1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
3. 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.
4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.

v. NC State faculty are limited to 90% effort on sponsored project-funded grants and contracts during the Summer (May 16-August 15). If this is the situation, the application should identify the Dean/VC in the approval workflow. Exceptions beyond 90% effort (up to 100% effort) on sponsored project-funded grants or contracts must be approved by the Dean. The application allows the Home Dean/VC the ability to provide comments, outlining the rationale for the exception, and approve the request. If, however, the Home Dean/VC determines that the request should not be approved, then again, comments must be provided with the Home Dean/VC’s denial of the request in the application.

vi. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

5. 607, EPA 12 Mo Research Pay
   a. 12 month EPA Faculty, EPA Professional (non-faculty) or Post Doc employees, for performing scholarly research activities of 3 months or less that is beyond their contract/appointment load and responsibilities. Generally paid from an externally funded grant/contract/project but can be funded from internal sources.
   b. Application Entry Considerations:
      i. The application will not prevent you from assigning this earnings code for your 9 month employees. Use earnings codes 600, 601 or 602 for these employees.
      ii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iii. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
      iv. Additional compensation above the base salary is allowable, during the appointment period, provided that such activities are specifically required by the agreement with the Project Sponsor and approved in advance by the Department Head and Dean, in accordance with federal regulations. The application will identify the Home Department Head approval in the workflow but the Dean and PI approval will require an uploaded approval document to the application request.
      v. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      vi. Sponsored project-funded work being performed by a 12 month faculty member at a remote operation is allowable, if approved in advance by the Department Head and Dean. The application will identify the Home Department Head approval in the workflow but the Dean approval will require an uploaded approval document to the application request.
6. **610, Overload-Instruction**  
   a. 12 month EPA Faculty and EPA Professional (non-faculty) for performing instruction or instruction related activities (other than Distance Ed-DELTA) for a semester or less during the academic year as overload beyond their contract/appointment course load and responsibilities.
   
   b. **Application Entry Considerations:**
      i. The application will not prevent you from assigning this earnings code for your 9 month employees or EPA Professional (non-faculty).
      ii. Ensure the Work Dates are appropriately assigned for the semester of teaching; again the application will not prevent other work dates.
      iii. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select Credit and appropriate period or Noncredit and appropriate period.
      iv. Additionally, you must select Description 1 (Credit or Noncredit) and Description 2 (time period). Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
      v. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
      vi. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      vii. Complete the Course/Section Information. This is required for both Credit and Noncredit courses. If the course/section is not available in the drop list, select 999, Unknown.

7. **615, Instructional Overload, 9 Mth**
   
   a. 9 month EPA Faculty and EPA Professional (non-faculty) employees for performing instruction or instruction related activities (other than Distance Ed-DELTA) of a semester or less during the academic year as overload beyond their contract/appointment course load and responsibilities.
   
   b. **Application Entry Considerations:**
      i. Ensure the Work Dates are within the period 8/16 through 5/15; again the application will not prevent other work dates.
      ii. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 610, Overload-Instruction for these employees.
      iii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iv. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      v. Complete the Course/Section Information. This is required for both Credit and Noncredit courses. If the course/section is not available in the drop list, select 999, Unknown.
8. **617, Overload-Administrative Summer (5/16-6/30 and 7/1-8/15)**
   a. EPA Faculty and EPA Professional (non-faculty) employees for performing administrative duties during the period 5/16 to 8/15 as overload beyond their contract/appointment course load and responsibilities.
   b. Application Entry Considerations:
      i. Ensure the Work Dates are within the period 5/16 through 6/30 or 7/1 through 8/15; again the application will not prevent other work dates.
      ii. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select either summer period.
      iii. Additionally, you must select Description 1 (summer time period), Description 2 is not required. Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
      iv. Additional compensation exceeding 33.33% beyond prior academic year base salary from all sources during the summer period (May 16 – August 15).
         1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
         3. 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.
         4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.
      v. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

9. **618, Overload-Administrative AY**
   a. EPA Faculty and EPA Professional (non-faculty) employees for performing administrative duties during the academic year (8/16 to 5/15) as overload beyond their contract/appointment course load and responsibilities.
   b. Application Entry Considerations:
      i. Ensure the Work Dates are within the period 8/16 through 5/15; again the application will not prevent other work dates.
      ii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iii. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      iv. Consider if the new earnings codes, 621, Temporary Supplement-AY, 9 Mth or 623, Temporary Supplement 12 Mth, are a more appropriate selection.
10. **619, Overload - Instruction Related**

   a. EPA Faculty and EPA Professional (non-faculty) employees performing instruction related duties as overload beyond their contract/appointment course load and responsibilities. Includes, Summer Start-Up support, Campus Rec/Intramural Programs, Mentoring, Academic Support Programs, Study Abroad, Student Teaching/Practicums, New Course Development, Faculty Award/Fellow/Honor paid by Outside Entity and Other Activities for which payment has been approved by the BOT.

   b. Application Entry Considerations:
      
      i. Ensure the Work Dates are appropriate selected as per the summer, academic year or fiscal year period; again the application will not prevent other work dates.
      
      ii. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select the most appropriate code.
      
      iii. Additionally, you must select Description 1. Description 2 is not required. Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
      
      iv. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      
      v. Additional compensation exceeding 33.33% beyond prior academic year base salary from all sources during the summer period (May 16 – August 15).
         1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
         3. 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.
         4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.
      
      vi. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

11. **621, Temporary Supplement-AY, 9 Mth**

   a. 9 month EPA Faculty and EPA Professional (non-faculty) for performing short-term administrative duties during the academic year (8/16 to 5/15) as overload beyond their contract/appointment course load and responsibilities.

   b. Application Entry Considerations:
      
      i. Ensure the Work Dates are within the period 8/16 through 5/15; again the application will not prevent other work dates.
      
      ii. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 623, Temporary Supplement, 12 Mth for these employees.
iii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.

iv. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.

v. 2014-2015: Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. The request will remain on ‘hold’ until EPA Administration receives approval and then will endorse the request for payment upon receipt of approval.

12. 622, Temporary Supplement-Summer, 9 Mth
   a. 9 month EPA Faculty and EPA Professional (non-faculty) for performing short-term administrative duties during the period 5/16 to 8/15.
   b. Application Entry Considerations:
      i. Ensure the Work Dates are within the period 5/16 through 6/30 or 7/1 through 8/15; again the application will not prevent other work dates.
      ii. The application will not prevent you from assigning this earnings code for your 12 month employees. Use earnings code 623, Temporary Supplement, 12 Mth for these employees.
      iii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iv. Additional compensation exceeding 33.33% beyond the prior academic year base salary from all sources during the summer period (May 16 – August 15).
         1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         2. 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.
         3. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.
      v. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.
      vi. 2014-2015: Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. The request will remain on ‘hold’ until EPA Administration receives approval and then will endorse the request for payment upon receipt of approval.

13. 623, Temporary Supplement, 12 Mth
   a. 12 month EPA Faculty and EPA Professional (non-faculty) employees for performing short-term administrative duties as overload beyond their contract/appointment responsibilities.
   b. Application Entry Considerations:
      i. The application will not prevent you from assigning this earnings code for your 9 month employees. Use earnings codes 621 or 622 for these employees.
In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.

Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.

For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.

2014-2015: Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. The request will remain on ‘hold’ until EPA Administration receives approval and then will endorse the request for payment upon receipt of approval.

14. 640, CVM Additional Pay EPA

   a. **For Use by The Coll of Vet Medicine Only **For EPA Faulty and EPA Professional (non-faculty) employees performing duties such as After Hours Clinical, Continuing Education, Faculty Clinical Compensation and Hospital Board.

   b. Application Entry Considerations:
      i. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select the most appropriate code
      ii. Additionally, you must select Description 1. Description 2 is not required. Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
      iii. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
      iv. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.

15. 650, Summer EPA Instruction

   a. 9 month or 12 month EPA Faculty and EPA Professional (non-faculty) employees and Post docs for instructing during summer session.
      i. 651, Sum 1 EPA Instructor. 9 month or 12 month EPA employees and Post docs for instructing during summer session 1.
      ii. 652, Sum 2 EPA Instructor. 9 month or 12 month EPA employees and Post docs for instructing during summer session 2.
      iii. 653, Sum 10Wk EPA Instructor. 9 month or 12 month EPA employees and Post docs for instructing during the 10 week summer session.

   b. Application Entry Considerations:
      i. Ensure the Work Dates are within the period 5/16 through 6/30 or 7/1 through 8/15; again the application will not prevent other work dates.
      ii. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select the most appropriate code for Summer 1, 2, or 10 Week session.
iii. Description 1 and 2 are not required. Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.

iv. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.

v. Additional compensation exceeding 20% beyond base salary from all sources within the 12 month EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.

vi. Complete the Course/Section Information. This is required for both Credit and Noncredit courses. If the course/section is not available in the drop list, select 999, Unknown.

vii. Additional compensation exceeding 33.33% beyond the prior academic year base salary from all sources during the summer period (May 16 – August 15).
   1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
   2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
   3. 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.
   4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.

viii. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

16. 655, Maymester Instruction
   a. 9 month or 12 month EPA Faculty and EPA Professional (non-faculty) employees and Post docs for instructing during the Maymester summer session.
   b. Application Entry Considerations:
      i. Work dates are between 5/18 - 5/30
      ii. In the Add a new Value tab, upon selecting the Earnings Code, you are not prompted to enter the TRC or Descriptions, only the Earnings Code is required.
      iii. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
      iv. Complete the Course/Section Information. This is required for both Credit and Noncredit courses. If the course/section is not available in the drop list, select 999, Unknown.
      v. Additional compensation exceeding 20% beyond base salary from all sources within the 12 month EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
Additional compensation exceeding 33.33% beyond the prior academic year base salary from all sources during the summer period (May 16 – August 15).

1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
3. 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.
4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.

All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

17. 690, Overload – Other Non-Instructional

a. 9 month or 12 month EPA Faculty and EPA Professional (non-faculty) employees and Post docs for additional assignments for the following purposes: speaker, translator, interpreter fees, artist performance services, summer camp programs, and professional licensure services.

b. Application Entry Considerations:
   i. Ensure the Work Dates are the actual dates the services are provided.
   ii. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select the most appropriate code.
   iii. Additionally, you must select Description 1 to identify the purpose, i.e., speaker, translator, interpreter fees, performances, camps or licensure services. Description 2 is not required. Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
   iv. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
   v. Additional compensation exceeding 20% beyond base salary from all sources within the 12 month EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
   vi. Additional compensation exceeding 33.33% beyond the prior academic year base salary from all sources during the summer period (May 16 – August 15).
      1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
      2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
      3. 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.

38
4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.

vii. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.

18. 995, Overload-DELTA/Engr On-Line
   a. 9 month or 12 month EPA Faculty and EPA Professional (non-faculty) employees teaching Distance Ed (or Engineering On-Line) courses as overload beyond their contract/appointment course load and responsibilities.
   b. Application Entry Considerations:
      i. Upon selecting the Earnings Code, you must also select the TRC (Time Reporting Code). Select Credit and appropriate period or Noncredit and appropriate period.
      ii. Additionally, you must select Description 1 (Credit or Noncredit) and Description 2 (time period). Some earnings codes have one or both descriptions and some have none. The application will not allow you to proceed until all appropriate entries are selected.
      iii. For leave earning EPA employees, if the additional assignment is during normal working hours, the Additional Compensation Application accommodates the requirement of documenting and approval of the schedule.
      iv. Additional compensation exceeding 20% beyond base salary from all sources within the EPA employee’s regular appointment period requires Dean approval. If this is the situation, the application should identify the Dean/VC in the approval workflow.
      v. Additional compensation exceeding 33.33% beyond the prior academic year base salary from all sources during the summer period (May 16 – August 15).
         1. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or part from sponsored project funds.
         2. Exceptions beyond the 33.33% summer-earnings maximum must be approved in writing in advance by the Dean. The application should identify the Dean/VC in the approval workflow.
         3. 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.
         4. The full 33.33% salary for summer instruction effort or other effort not paid from sponsored program funds can only be paid in one month if the work is completed within that month.
      vi. All summer salary must be requested, approved and endorsed for payment by the September monthly payroll deadline. Failure to pay by this deadline results in inaccurate TEARS effort reports being generated for the summer term. If you have a request for payment after September 30, attach the Dean/Vice Chancellor approval to your request. The application workflow is not coded for this contingency.
      vii. Complete the Course/Section Information. This is required for both Credit and Noncredit courses. If the course/section is not available in the drop list, select 999, Unknown.
Approving Additional Compensation Requests

- 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.

- 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

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 may be turned off by going to the same Email Preferences page, entering their unity ID and selecting the disable checkbox. The next option may be best, the Approver Pagelet.

Approver Pagelet
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’.
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 an email 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 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.
Pushback a Request to the Initiator (Deny)

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.
4. Pushed back requests will also be in the Search List and will open with all fields editable for the Initiator
5. The Initiator may make changes and resubmit the request to send it again for approval; or if the initiator does not wish to resubmit the request, the Initiator will be able to select the ‘Terminate Process’ button and the transaction will be changed to ‘Terminated’ and will be available in view only

EPA Administration Endorsement

1. Comments are optional
2. EPA Administration may upload attachments such as supporting documentation, if necessary.
3. If the request is not endorsed, EPA Administration pushes the request back to the Initiator with comments for either resubmission or to terminate the process
4. If the request is endorsed,
   a. The request is processed for payment for the next available pay date or the designated pay date
   b. An email notification is sent to the Initiator that the request is endorsed and will be processed for payment with scheduled payment details
   c. An email notification is sent to the Employee receiving payment with scheduled payment details
Email User Preference

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 may be turned off by going to the same Email Preferences page, entering their unity ID and selecting the disable checkbox. Email Preference Navigation:

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
Email Notification Templates

Below are the email notifications, automatically generated by the application upon submission and approval of a request:

1. **Notification of request to Initiator that request has been submitted for process**

   From: epaadministration@ncsu.edu
   Subject: REQUEST SUBMITTED: Additional Compensation Request
   To: Dear <Initiator employee name>,

   This is notification that the below additional compensation request has been submitted for processing:
   Transaction ID: 
   Employee ID: 
   Employee Name: 
   Initiating Department: 
   Work Begin/End Dates: _____ - _____
   Earning Code: 
   Amount: $

   If you have any questions concerning this request, please contact EPA Administration at 919-513-7630, 919-513-0765 or 919-515-4315.

   Sincerely, 
   EPA Administration

2. **Notification to approver of request in the queue to be reviewed/approved:**

   From: epaadministration@ncsu.edu
   Subject: ACTION REQUIRED: Additional Compensation Request Approval Required

   An additional compensation request has been initiated and is awaiting your review and approval.
   Transaction ID: 
   Employee ID: 
   Employee Name: 
   Initiating Department: 
   Work Begin/End Dates: _____ - _____
   Earning Code: 
   Amount: $

   Please click on the below link to complete your review and approval of the request. If you have any questions concerning this request, please contact <Initiator> at <Initiator email>.

   <URL of approval>

   Sincerely, 
   EPA Administration
3. **Notification of request to Initiator – Pushed Back (denied) to Initiator**

From: epaadministration@ncsu.edu
Subject: ACTION RETURNED: Additional Compensation Request Returned
To: Dear <Initiator employee name>,

The additional compensation request for <employee name, employee ID>, Transaction ID < >, has been pushed back for additional information and/or changes. Please click on the below link to review the request. If you have any questions concerning this request, please contact your College/Division Business Office.

<URL of approval >

Sincerely,

EPA Administration

4. **Notification of request EPA Administration endorsement to Initiator**

From: epaadministration@ncsu.edu
Subject: APPROVED: Additional Compensation Request Approved
To: Dear <Initiator employee name>,

The below additional compensation request has been endorsed by EPA Administration and is scheduled for payment as follows:

- **Transaction ID:**
- **Employee ID:**
- **Employee Name:**
- **Initiating Department:**
- **Work Begin/End Dates:** _____ - _____
- **Earning Code:**
- **Amount:** $
- **Scheduled Payment Amounts and Dates:**

If you have any questions concerning this request, please contact EPA Administration at 919-513-7630, 919-513-0765 or 919-515-4315.

Sincerely,

EPA Administration
5. Notification of request EPA Administration endorsement to Employee

From: epaadministration@ncsu.edu
Subject: APPROVED: Additional Compensation Request Approved
To: Dear <Employee (employee name)>,

The following additional compensation request has been endorsed by EPA Administration and is scheduled for payment as follows:
Initiating Department:
Work Begin/End Dates: _____ - _____
Earning Code:
Amount: $
Scheduled Payment Amounts and Dates:

If you have any questions concerning this request or if the additional compensation request does not accurately represent expectations, please contact <Initiator> at <Initiator email>.

Sincerely,

EPA Administration
Additional Compensation Reports
Canned reports are provided for easier tracking and reporting of additional assignments and payments. Report information is provided per the user’s access.

Navigation:

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.
- Highlight the data in the spreadsheet starting with the Column Headings down to the last row of data. You will now be able to sort. Check the box “My data has headers” then choose the column(s).