

Additional Compensation

Monthly Reports

Each month HR Services runs an additional compensation report, which provides data about the current approval status of an action, payment dates, earn codes, etc... This report is used to determine which actions are pending and are in need of attention, prior to payroll lockout for that month. Departments are encouraged to run this report, in a collaborative effort with HR Services, to ensure timely approval of submitted requests.

Accessing and interpreting the report:

- In MyPack Portal, follow this pathway to access the report: [Human Resources System > NCSU Administration > Additional Compensation > Additional Compensation Reports > Active Queue Report > Work Begin Date](#)
- When the report pulls up, you want to pay close attention to the following columns:
 - Status
 - Partial payment / Pending payment: These actions have already been fully approved and do not require further action from the College / Department. You will see a "NA" in the "Pending With" column to support this.
 - In Workflow: These actions do require further action and you will need to check the "Pending With" column to determine next steps.
 - Pending With
 - Additional Pay HREPA: This indicates that the action is with University HR and there is no further action needed by the College / Department. In order to ensure the transaction makes payroll, this request will need to be at UHR by payroll lockout for the month in which it is to be paid.
 - All other "Pending With" categories will require further action. The College / Department can pull up that action to determine who the current approver is.
 - Payment Date
 - Ensure that the date set to pay is accurate. There have been situations in which the wrong year was to pay out. For example, a department sets someone up to be paid for Fall 2023, but the date of the payment shows December 2024. This would be an error that should be identified and fixed before UHR approves.
 - Additional columns should be utilized to narrow down the results to just your department and to gather other information related to the request.
- Additional Notes:
 - When a request is submitted, the initiator should pay special attention to the workflow. If the current approver within the workflow is the CHASS Dean, then please reach out to your HR Consultant to notify the Dean accordingly.
 - If the additional compensation request is sitting with another college / department / unit, please verify the following before contacting them:

- Who is the current level approver? If the current approver is the Provost, Chancellor, or other high-level official, it is likely that they have appointed a designee to approve on their behalf. Please do not contact them directly asking to approve the additional compensation. Rather, reach out to an appropriate contact in their unit (HR, Finance, Administration, etc...) to assist in getting you to the correct approver.
- When did the current level approver receive the request? We want to allow a reasonable amount of time for an approver to review the request, before reaching out to them to approve.
- When is the earliest payment date? For example, if we are in the month of September but the payment is not effective until October, keep in mind that the additional compensation may not be approved until closer to the payroll lockout month or deadline. Initiators may send a reminder email to the current level approver with this understanding.

Additional Compensation Resources

We have gathered a list of some of the resources available to assist you in creating and managing additional compensation requests:

- [The Additional Compensation Manual](#)
- [REG 05.58.01](#)
- [HRIM Additional Compensation Resources Page](#)
- [EC/TCR Search Tool](#)

Reminders

- Additional compensation requests must be submitted and approved in advance of the work beginning. This tool does not simply serve as a means for paying an individual, but also as a means for obtaining college and university level approval for the work to be done. Late submissions should include a justification as to why the request was submitted late.
- Additional compensation can be entered for Faculty, Post Docs and EHRA Non-Faculty with an FTE of .75 or greater. If the individual has an FTE less than .75, please reach out to your HR Consultant for further assistance and guidance.