

College HR Process: Relocation Allowance

Contact: [College HR Services Team](#) and [College Financial Services Team](#) **Last Updated:** 6/11/2025

Description: Relocation allowances are allowable for full-time, permanent SAAO, EHRA faculty (tenured, tenure-track, professional track), and EHRA non-faculty positions.

- Relocation allowances must comply with [POL 05.15.03 – Non-Salary and Deferred Compensation](#), be authorized in advance, and paid from discretionary funds.
- Household moving expenses, house hunting expenses, and temporary housing are all covered under one relocation allowance.
- The allowance is fully taxable as income. Even though it will be paid via Financials, all amounts will be included as imputed income by Payroll, and payroll taxes will be deducted in the employee’s next paycheck.
- Not every offer is intended to include a relocation allowance, and its inclusion should be based on business necessity to attract well-qualified candidates, and contingent upon the availability of discretionary funds. Key considerations in determining relocation allowances should include geographic origin of the move and distance, unique household circumstances, or other market considerations. Departments should make decisions about relocation allowances that are principled, equitable, and justifiable.
- All relocation allowance requests must be submitted and approved via the Non-Salary and Deferred Compensation Form and reflected in the offer letter.
- Relocation allowances will only be paid to an employee and not on behalf of an employee with a P-card or NCSU Marketplace, NCSU Purchase Order, or directly to a vendor.
- The following relocation allowances, as designated by the Chancellor, are the maximum amount to be paid, not the minimum or expected amounts:

SAAO Tier 2	\$20,000
Faculty (T/TT or professional track)	\$15,000
Non-Faculty EHRA	\$10,000
- The college will provide funding of up to \$3,000 for T/TT faculty hires and \$5,000 for international T/TT faculty hires, excluding spousal hires. The college will also cover the costs for college administrative hires that report directly to the Dean (including Heads).
- Departments may elect to provide allowances up to the maximum amounts, but departments must cover any amount beyond \$3,000 for T/TT faculty (or \$5,000 for international T/TT faculty) and the full costs for other eligible EHRA hires with departmental discretionary funds.
- Exceptions beyond the maximum amounts listed above require pre-approval from the Dean and Provost. Receipts are only required when approved to go above the university maximum amounts. If granted an exception, payment will be limited to the actual amount of relocation expenses incurred, up to the designated exception amount, supported by receipts.
- Although payments can be made as one flat-rate payment or through installments, our college practice will be to pay **one flat amount**.
- Employees that separate from University employment prior to one year of completed employment may be required to reimburse at the gross amount of any allowance received. It is the responsibility of the hiring department to collect any required reimbursement of relocation expenses from the employee. No tax withholding or reporting adjustments for repayment will be made by Payroll. Our college practice will be to **not** collect reimbursement of relocation expenses.
- To get a fuller understanding of the process, please review the following:
 - [POL 05.15.03 – Non-Salary and Deferred Compensation](#)
 - [University Controller’s Office Relocation Allowance Guidelines](#)

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- o [University Controller's Office Non-Salary Compensation](#)
- o [Human Resources Non-Salary and Deferred Compensation](#)

The steps in our college process are as follows:

Department or Unit Liaison with College Financial and HR Services will do the following:

1. Complete the [Non-Salary and Deferred Compensation Form](#) (NSDC) when submitting the Offer Letter Request Form for an eligible EHRA hire that will include a relocation allowance
 - Enter the college, department, employee name, position #, and title.
 - List the appropriate team member in college HR Services as the College Contact and provide her/his phone # and email.
 - Leave the employee ID blank to be completed later by college HR Services (unless this is a previous employee who already has an employee ID).
 - Enter the flat amount in the Relocation Allowance section. Do not request installments.
 - To the right of the amount, indicate the departmental discretionary project # to be used for T/TT faculty for payment greater than \$3,000 (or \$5,000 for international T/TT faculty) and for the full payment to all other EHRA employee types. You do not need to provide a project # for T/TT faculty for payments up to \$3,000 (or \$5,000 for international T/TT faculty).
 - Indicate the proposed date for payment as the Begin Date. Each department will determine the payment date based on their level of comfort with paying prior to arrival.
 - Leave End Date blank and do not complete any other sections of the form.
2. Obtain the signature of the Head or other unit leader.
3. Upload a scanned copy of the NSDC via the Personnel Request when submitting the Offer Letter Request Form.

College HR Services will do the following:

4. Obtain the Dean's signature on the NSDC.
5. Submit the NSDC to University HR and obtain UHR signature of approval.
6. Ensure the relocation amount in the offer letters matches the amount approved on the NSDC.
7. Include the approved language regarding the relocation allowance in the offer as follows:

The College/Department will provide moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in the amount of \$(insert amount). In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding. If you have questions regarding IRS tax rules related to your relocation allowance, please contact your own tax, legal and accounting advisers before signing this employment agreement. Please be advised that you will not be required to provide receipts for this lump sum relocation allowance in accordance with NC State Policy 05.15.03- Non-Salary and Deferred Compensation. The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement. Your department will direct you to a system used to collect detailed information and upload your banking documentation as required to receive your relocation allowance payment.

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Note to HR Team: On the rare occasions in which an exceptional amount beyond the maximum is approved by the Dean and Provost, different language will be required regarding receipts.

8. Add the Employee ID to the NSCD once it becomes available when the hire has progressed to the point of an endorsed background check.
9. Return the approved NSDC to the department liaison.

Department or Unit Liaison will do the following:

10. Upon receipt of the approved NSDC, direct the new employee to PaymentWorks to complete their personal information and upload banking documents. Please note that this step is pertinent since payments cannot be made prior to the employee providing the information via this process. If you have questions regarding how to accomplish this they should be directed to college Financial Services.
11. Review the payment (Begin Date on the form) and the sources of funding. The voucher should be entered on the begin date listed.
 - The allowance for T/TT faculty up to \$3,000 (or \$5,000 for T/TT international faculty) will be covered by the college. Enter the voucher using the NSDC, along with a copy of the letter of offer redacting the salary, as back-up documentation. Use account code 51530 and category ID NA25. Allowances will be paid directly to the employee on non-state funds. As with all vouchers, payment generally occurs within 30 days of initiation.
 - Do not make any payments associated with the relocation allowance to a vendor with a P-card, via Marketplace, with a Purchase Order, or any other method. Neither should personal reimbursements be processed.

College Financial Services will do the following:

12. After the voucher is submitted from the Liaison, review for approval. Check the Relocation Funding Data worksheet in the Notification of Separation or Phased Retirement, Plan of Action, and Recruitment of T/TT google doc to determine if the appropriate project for payment was used.
 - For allowance for T/TT faculty beyond \$3,000 (or \$5,000 for international T/TT faculty), use the Relocation Funding Data worksheet to determine the appropriate project for \$3,000 (or \$5,000 for international T/TT faculty), and the department's discretionary project as indicated on the NSDC for the amount beyond \$3,000 (or \$5,000 for international T/TT faculty).
 - For college administrators that report directly to the Dean, use the Relocation Funding Data worksheet to determine the appropriate project.
 - For all other EHRA employee types, they should use the department's discretionary project as indicated on the NSDC.
13. Enter the voucher #, project #, and date in the Relocation Payment column of the appropriate worksheet in the Notification of Separation or Phased Retirement, Plan of Action, and Recruitment of T/TT googledoc.

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