


Video Script for Additional Compensation Queue 3.3

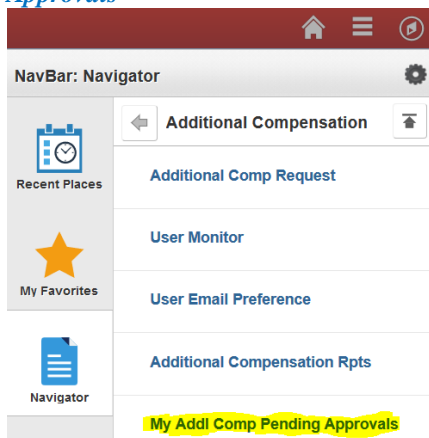
3.3 Additional Compensation Queue (My Addl Comp Pending Approvals) (Video Link 3)

Opening Line:

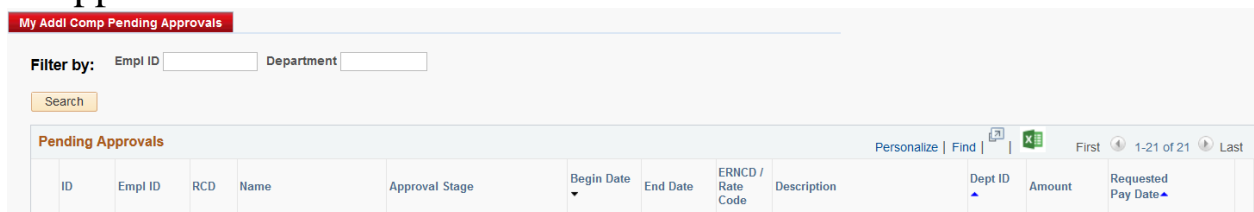
The information in this video will help navigate the user to Additional Compensation Transactions pending approval. First log into the MyPack Portal and navigate through the NavBar icon  to the path below:

Note please mention each click through the following path.

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



1. Once the page opens it will reflect any transactions pending approval.



- a. The user has filter options at the top to isolate by Employee ID and/or Department ID if necessary.
 - b. go to step 2
2. Each column header allows the user to sort the transactions by simply clicking the header name. This provides more flexibility in prioritizing which transactions to review first.