

Video Script for Additional Compensation 3.4

3.4 Searching for an Existing Additional Compensation Transaction

Opening Line:

Now that you know how to navigate the Additional Compensation Application (See video 3.2). This video will show you how to search for existing additional compensation transactions.

Note please mention each click through the following path.

Human Resources Systems>NCSU Administration>Additional Compensation>Additional Comp Request

Searching for existing transaction(s) is a strongly recommended practices before you enter a new additional compensation transaction. Doing so can assist you in:

- Determining if a transaction is pending payment;
- Avoid duplicate entry;
- Avoid entering transactions that may trigger Dean or Vice Chancellor prior approval due to exceeding one of the system's salary thresholds.

~ Put the below thresholds into a text box and have it pop-up as you read the last bullet above. Then let the text box rest on the screen for at least 5 seconds ~

See REG 05.58.01

- **20% threshold**: Section 5.1
- **90% threshold**: Sections 7.2.2 and 7.4.3
- **33.33% threshold**: Section 7.2.2

Find Existing Value:

1. Locate the "Employee ID" field and enter in the employee id number, or
2. Enter the transaction #
3. Then click search.

MyPack Portal -MP910PRE

Find Existing Value Add a new Value

Transaction ID: Name:
 Employee ID: Empl Class:
 Employee Rec #: Empl Status:
 Period: Job Title:
 FLSA Status:
 Department:



Search Clear

Personalize Find View All First 1 of 1 Last

Transaction ID	Work Begin	Work End	Type	Description	Department	Department Description	Amount	Cumulative %	In/Out Contract	Period	Status	Created By	Created Datetime
											Initial		

Find Existing Value Add a new Value

If transactions were previously entered for the employee, then a list of transaction will appear. You can click on the transaction number to obtain a detailed review of each action in list.

MyPack Portal -MP910PRE

Find Existing Value Add a new Value

Transaction ID: Name:
 Employee ID: Empl Class: E1IRA SAAD Tier 2
 Employee Rec #: Empl Status: Active
 Period: Job Title: C1118U Assoc Dean - Textiles
 FLSA Status: Exempt
 Department: 182301 Academic Programs

Search Clear

Personalize Find View All First 1-20 of 32 Last

Transaction ID	Work Begin	Work End	Type	Description	Department	Department Description	Amount	Cumulative %	In/Out Contract	Period	Status	Created By	Created Datetime
	06/01/2015	06/30/2015	601	Research-Summer, 5/16-6/30	180401	Textile Extension		4.44	Out	CY2015	Paid		06/08/2015 3:16PM
	05/16/2015	05/31/2015	601	Research-Summer, 5/16-6/30	180401	Textile Extension		14.64	In	FY2015	Paid		05/19/2015 1:39PM
	08/01/2015	08/15/2015	602	Research-Summer 7/1-8/15	180401	Textile Extension		21.44	Out	CY2015	Paid		08/07/2015 2:36PM
	07/01/2015	07/31/2015	602	Research-Summer 7/1-8/15	180401	Textile Extension		21.11	Out	CY2015	Paid		07/08/2015 2:02PM
	07/01/2014	07/31/2014	602	Research-Summer 7/1-8/15	186401	Textile Engineering, Chemistry		5.09	Out	CY2014	Paid		11/17/2014 4:23PM
	08/01/2014	08/31/2014	602	Research Summer 7/1 8/15	186401	Textile Engineering, Chemistry		15.28	Out	CY2014	Paid		11/17/2014 4:23PM
	07/01/2014	07/31/2014	617	Overload Administrative Summer	186401	Textile Engineering, Chemistry		10.19	Out	CY2014	Paid		11/17/2014 4:23PM
	07/01/2018	08/15/2018	617	Overload-Administrative Summer	180401	Textile Extension		35.29	Out	CY2018	Paid		04/10/2018 4:08PM
	05/16/2018	06/30/2018	617	Overload Administrative Summer	180401	Textile Extension		18.62	Out	CY2018	Paid		04/10/2018 3:55PM
	05/16/2015	05/31/2015	617	Overload Administrative Summer	180401	Textile Extension		17.42	In	FY2015	Paid		05/19/2015 1:44PM
	07/01/2017	08/15/2017	617	Overload Administrative Summer	180401	Textile Extension		33.33	Out	CY2017	Terminated		06/03/2017 2:59PM
	05/16/2017	06/30/2017	617	Overload Administrative Summer	180401	Textile Extension		16.67	Out	CY2017	Paid		05/03/2017 2:19PM
	07/01/2017	08/15/2017	617	Overload Administrative Summer	180401	Textile Extension		49.99	Out	CY2017	Paid		07/13/2017 9:12AM
	07/01/2016	07/31/2016	617	Overload Administrative Summer	180401	Textile Extension		25.00	Out	CY2016	Paid		07/20/2016 1:31PM
	08/01/2015	08/15/2015	617	Overload Administrative Summer	180401	Textile Extension		26.67	Out	CY2015	Paid		08/07/2015 2:41PM

Find Existing Value Add a new Value

