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.

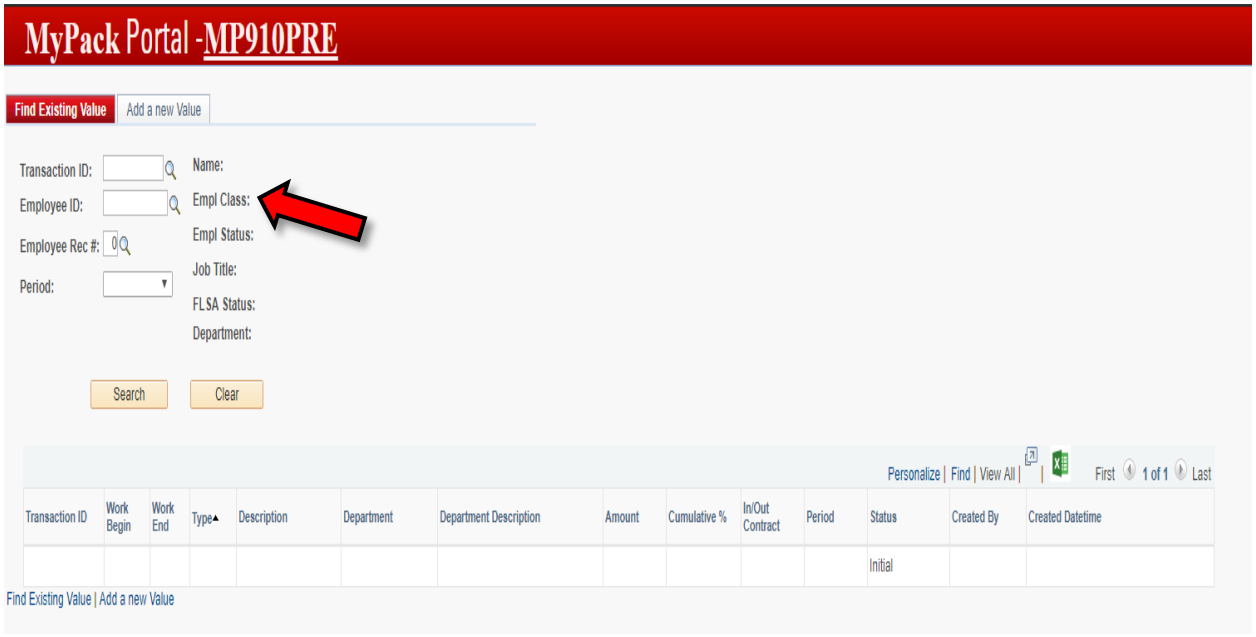
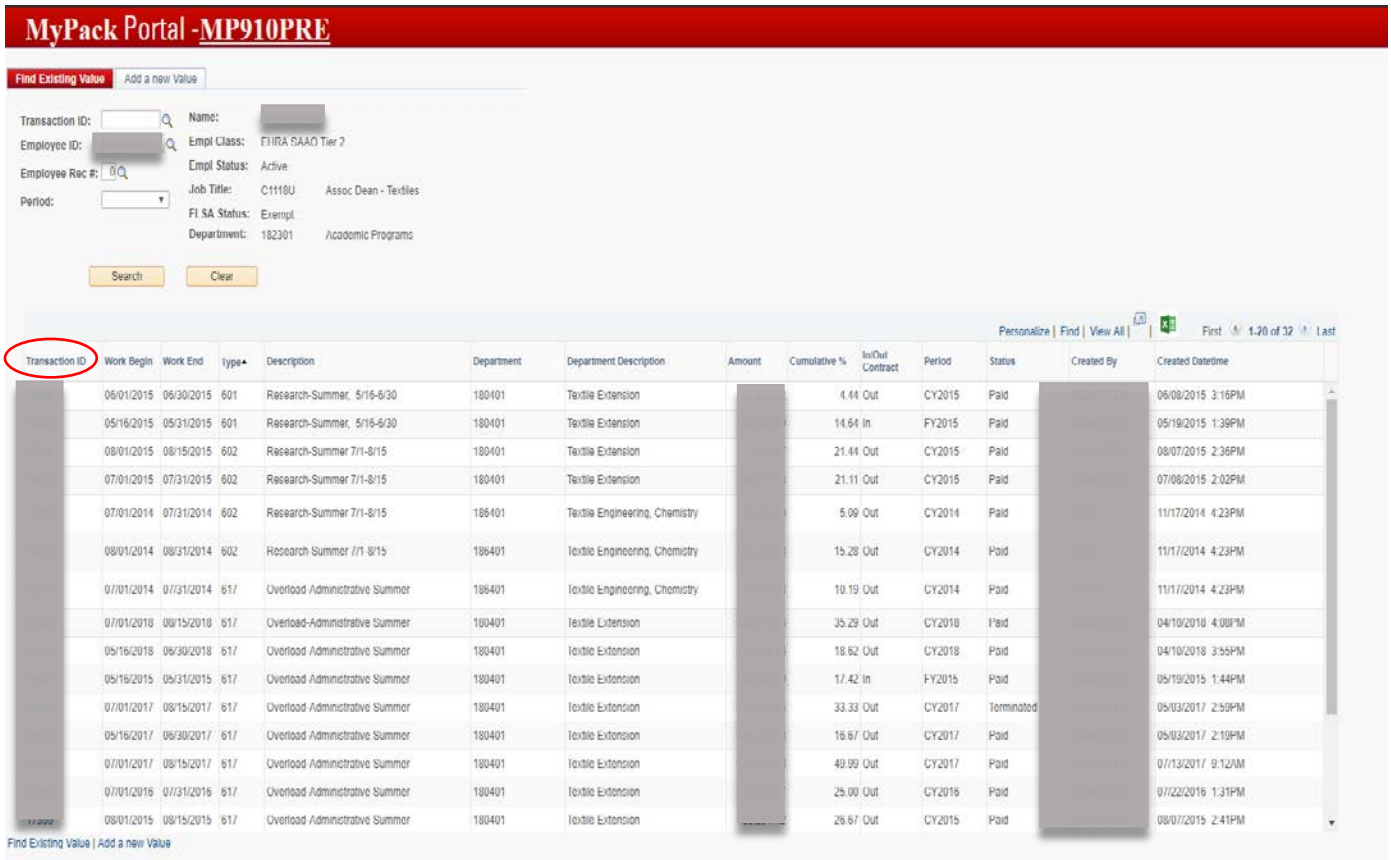
  ~ Put the below thresholds into a text box and have it pop-up as you read the last bullet above. Then let the text box rest on the screen for at least 5 seconds ~

  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.



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.