3.6 Create a New Additional Compensation Request

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 create a new additional compensation request.

Note please mention each click through the following path.

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

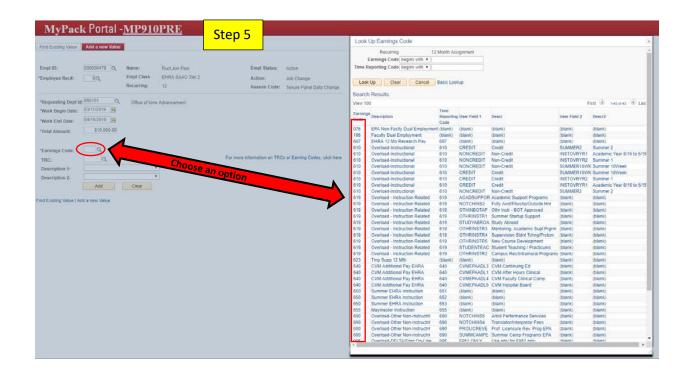
Before you begin entering a new request it is important to:

- Gather the relevant information and documentation for the request.
- Have the correct 'Employee ID' number.
- Know the proper earnings code and TRC (if applicable).
- Confirm the total payment amount and the monthly installment amounts (if applicable) with the Department Supervisor and the employee.

Creating a New Additional Comp Request:

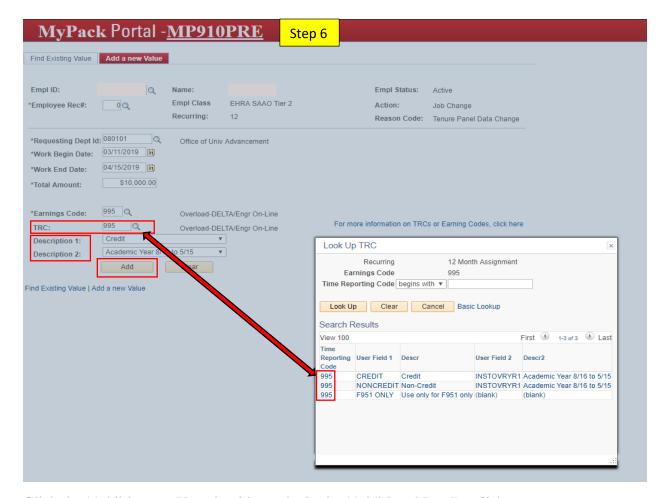
1.	Click on the "Employee ID" field and enter in the employee id number and click enter.
	The cursor should advance to the next field.

- a. go to step 2
- 2. Click into the 'Requesting Dept ID' field, and enter the Paying Department's Dept ID (or 6-digit OUC) 010198
 - a. go to step 3
- 3. Enter the 'Begin Date' and 'End Date' in the appropriate fields or click the calendar to find the dates. You will receive an error message if enter date(s) prior to a current date.
 - a. go to step 4 03/11/2019 04/15/2019
- 4. In the 'Total Amount' field, enter the amount of the payment, and click enter to advance to the next field.
 - a. Go to step 5 \$10,000
- 5. Click on the magnify glass next to the 'Earnings Code' field to search and select the appropriate option.



Note: You can click on the link labeled "For more information on Time Reporting Code (TRC) or Earning Codes (ECs), click here" for a detailed description of each TRCs / ECs. Code.

- a. go to step 6
- 6. Click on the magnify glass next to the TRC field (if applicable) to search and select the appropriate option.
 - a. go to step 7



Click the 'Add' button. You should now be in the 'Additional Pay Details' page.

Note: The fields that were populated in the request page are now populated in the 'Additional Pay Details' page.

- b. go to step 7
- 7. Click the 'Amount' field to enter the amount to be paid. Click enter 2x to advance to the next field.

Note: You can disburse this amount across various projects or one amount to a single project.

- a. go to step 8
- 8. Enter the date in the 'Payable Date' field. Click the tab button on the keyboard to advance to the next field.
 - a. go to step 9
- 9. Enter the 'Project ID'.
 - a. go to step 10
- 10. Click the 'AWS Details' to provide details as required.
 - a. go to step 11
- 11. Click the 'Description of Activities to be 'Performed' field and type the appropriate activity description.

Note: Be sure to provide enough detail that someone unfamiliar with the payment or the task can easily understand the purpose for the payment.

- a. go to step 12
- 12. When all of the relevant fields have been populated, click 'Save.' The initiators user id and name will appear below the 'Print' button and the date and time the transaction was entered.
 - a. go to step 13
- 13. Click the 'Submit' button to upload the transaction into the approval workflow.

