

## Video Script for Additional Compensation 3.6

### 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) 
  - 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
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
5. Click on the magnify glass next to the 'Earnings Code' field to search and select the appropriate option.

**MyPack Portal -MP910PRE** Step 5

Find Existing Value Add a new Value

Emp# ID: 00000479 Name: Rust, Jon Paul Emp# Status: Active  
 \*Employee Rec#: BQ Emp# Class: EHRA SAAC Tier 2 Action: Job Change  
 Recurring: 12 Reason Code: Tenure Panel Data Change

\*Requesting Dept ID: 000101 Office of Univ Advancement  
 \*Work Begin Date: 03/11/2019  
 \*Work End Date: 04/15/2019  
 \*Total Amount: \$10,000.00

\*Earnings Code: 00 X  
 TRC:  For more information on TRCs or Earning Codes, click here  
 Description 1:   
 Description 2:

Find Existing Value | Add a new Value

Look Up Earnings Code

Recurring: 12 Month Assignment  
 Earnings Code: begins with   
 Time Reporting Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100

Earnings	Description	Time Reporting Code	User Field 1	Descr	Description	User Field 2	Descr2
076	EPA Non-Faculty Dual Employment	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
195	Faculty Dual Employment	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
607	EHRA 12 Mo Research Pay	607	(blank)	(blank)	(blank)	(blank)	(blank)
610	Overload-Instructional	610	CREDIT	Credit	SUMMER2	Summer 2	
610	Overload-Instructional	610	NONCREDIT	Non-Credit	INSTOVRYR1	Academic Year 8/16 to 5/15	
610	Overload-Instructional	610	NONCREDIT	Non-Credit	INSTOVRYR2	Summer 1	
610	Overload-Instructional	610	NONCREDIT	Non-Credit	SUMMER10WK	Summer 10Week	
610	Overload-Instructional	610	CREDIT	Credit	SUMMER10WK	Summer 10Week	
610	Overload-Instructional	610	CREDIT	Credit	INSTOVRYR2	Summer 1	
610	Overload-Instructional	610	CREDIT	Credit	INSTOVRYR1	Academic Year 8/16 to 5/15	
610	Overload-Instructional	610	NONCREDIT	Non-Credit	SUMMER2	Summer 2	
619	Overload - Instruction Related	619	ADAGSUPPOR	Academic Support Programs	(blank)	(blank)	
619	Overload - Instruction Related	619	NOTCHINS2	Fcily And/Fivstsp/Outside Hnr	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINBOTAP	Other Inst - BOT Approved	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINSTR1	Summer Startup Support	(blank)	(blank)	
619	Overload - Instruction Related	619	STUDYABROA	Study Abroad	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINSTR3	Mentoring, Academic Supt Prgrm	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINSTR4	Supervision Stdt Tchng/Prctcom	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINSTR5	New Course Development	(blank)	(blank)	
619	Overload - Instruction Related	619	STUDENTEAG	Student Teaching / Practicums	(blank)	(blank)	
619	Overload - Instruction Related	619	OTHINSTR2	Campus Recreational Programs	(blank)	(blank)	
623	Trp Supp 12 Mh	(blank)	(blank)	(blank)	(blank)	(blank)	
640	CVM Additional Pay EHRA	640	CVMEPAADL3	CVM Continuing Ed	(blank)	(blank)	
640	CVM Additional Pay EHRA	640	CVMEPAADL1	CVM After Hours Clinical	(blank)	(blank)	
640	CVM Additional Pay EHRA	640	CVMEPAADL4	CVM Faculty Clinical Comp	(blank)	(blank)	
640	CVM Additional Pay EHRA	640	CVMEPAADL5	CVM Hospital Board	(blank)	(blank)	
650	Summer EHRA Instruction	651	(blank)	(blank)	(blank)	(blank)	
650	Summer EHRA Instruction	652	(blank)	(blank)	(blank)	(blank)	
650	Summer EHRA Instruction	653	(blank)	(blank)	(blank)	(blank)	
655	Maymester Instruction	655	(blank)	(blank)	(blank)	(blank)	
690	Overload-Other Non-Instructional	690	NOTCHINS5	Artist Performance Services	(blank)	(blank)	
690	Overload-Other Non-Instructional	690	NOTCHINS4	Translator/Interpreter Fees	(blank)	(blank)	
690	Overload-Other Non-Instructional	690	PROLCREVE	Prof. License Rev. Prog EPA	(blank)	(blank)	
690	Overload-Other Non-Instructional	690	SUMMCAMPE	Summer Camp Programs EPA	(blank)	(blank)	
690	Overload-Other Non-Instructional	690	SOCK 1000 Y	1 Hr sock Rev SOCK 1000Y	(blank)	(blank)	

Choose an 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.
 

995

    - a. go to step 7

Find Existing Value | **Add a new Value**

Empl ID:  Name:  Empl Status: Active  
 \*Employee Rec#:  Empl Class: EHRA SAAO Tier 2 Action: Job Change  
 Recurring: 12 Reason Code: Tenure Panel Data Change

\*Requesting Dept Id:  Office of Univ Advancement  
 \*Work Begin Date:  03/11/2019  
 \*Work End Date:  04/15/2019  
 \*Total Amount:  \$10,000.00

\*Earnings Code:  995 Overload-DELTA/Engr On-Line  
 TRC:  995 Overload-DELTA/Engr On-Line  
 Description 1:  Credit  
 Description 2:  Academic Year 8/16 to 5/15

For more information on TRCs or Earning Codes, click here

Look Up TRC

Recurring: 12 Month Assignment  
 Earnings Code: 995  
 Time Reporting Code: begins with

Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Time Reporting Code	User Field 1	Descr	User Field 2	Descr2
995	CREDIT	Credit	INSTOVRYR1	Academic Year 8/16 to 5/15
995	NONCREDIT	Non-Credit	INSTOVRYR1	Academic Year 8/16 to 5/15
995	F951 ONLY	Use only for F951 only	(blank)	(blank)

Find Existing Value | Add a new Value

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.

MyPack Portal -MP910PRE Step 13

**Additional Pay Details**

Empl ID / Rcd: <input type="text" value="0"/>	Current Salary: <input type="text"/>	Supervisor: <input type="text"/>
Name: <input type="text"/>	6/30 Salary: <input type="text"/>	Empl Class: EHRA SAAO Tier 2
Job Code: Assoc Dean - Textiles	Appt Basis: 12	Home Dept: 182301 Academic Programs
Empl Status: Active	FTE: 1.00	FLSA Status: Exempt
Last Action: Tenure Panel Data Change	<a href="#">Total Compensation</a>	Trans Status: Initial

Transaction ID: <input type="text" value="080101"/>	*Requesting Dept: <input type="text"/>	*Begin Date: <input type="text" value="03/11/2019"/>	*End Date: <input type="text" value="04/15/2019"/>	ERNCD: <input type="text" value="619"/>	TRC: <input type="text" value="619"/>	Description 1: Academic Support Programs
Total Amount: \$10,000.00						Description 2: <input type="text"/>
Percent % : 4.73		Period: FY2019				
Cumulative% : 5.78		In/Out Contract: In				

SEQ NO	*Amount	*Payable Date	*Project ID	%	Cumulative%	Payment Status	Scheduled Pay Date	Actual Pay Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		1.05	Initial		

**AWS Details:**  Alternate Work Schedule (AWS) \*Description of Activities to be Performed:

SaveBackDelete

Submit

**Attachments**  
Attach+

Print

Last Update User ID: - Last Update Date: