

Additional Compensation Earning Codes (EC) Time Reporting Codes (TRC)

EARNING CODE CATEGORIES	TRC DESCRIPTION	TRC DESCRIPTION	Academic / Calendar Year Codes	Summer Codes	EARNINGS CODE DESCRIPTION*	EXAMPLES OF DESCRIPTION OF ACTIVITIES**
Dual Employment	076 - Dual Employment		x	x	For professional services rendered in association with an established work relationship with a borrowing state agency or UNC institution.	[Provide Employee Name] will [provide description of service or activity] as part of agreement with [provide name of State agency or UNC Institution].
Research	600 - 9-Month Research, Academic Year ★		x		Research pay to a 9-month faculty, postdocs, or staff for scholarly research-related activities to be performed during the Academic Year (August 16 - May 15) or research pay to 12-month faculty, postdocs, or staff for scholarly research-related activities to be performed during the calendar Year (January 1 - December 31)."	[Provide Employee Name] will [provide general description of research activities].
	601 - Research, Summer (5/16 - 6/30) ★			x	Summer research pay to a 9-month faculty, postdocs, or staff for scholarly research-related activities performed between May 16 and June 30. It is recommended that these transactions are not entered prior to May 1 and not later than September 30 to prevent inaccurate system calculations.	[Provide Employee Name] will [provide general description of research activities].
	602 - Research, Summer (7/1 - 8/15) ★			x	Summer research pay to a 9-month faculty, postdoc, or staff for scholarly research-related activities performed between July 1 and August 15. These transactions must be entered no sooner than May 1 and no later than September 30th to prevent inaccurate system calculations.	[Provide Employee Name] will [provide general description of research activities].
Instruction	610 - Instructional Overload ★		x		For 9- or 12-months faculty, postdocs, or staff for performing overload instruction during the academic year (other than Distance Ed-DELTA) for a semester or less as overload beyond their primary job responsibilities or statement of faculty responsibilities (SFR)."	[Provide Employee Name] will deliver overload instruction [provide a general description course].
	650 - Summer Instruction ★	Summer 1 Instructor Summer 2 Instructor Summer 10-week Instructor Maymester 3-week Instructor 9-Month		x	For 9- or 12-months faculty, postdocs, or staff for delivering overload instruction (other than Distance Ed-DELTA) https://studentservices.ncsu.edu/calendars/academic-calendar/#spring	[Provide Employee Name] will deliver summer instruction [provide a general description course] during [provide summer period (i.e. Summer 1, Summer 2, Summer 10 wk, or Maymester)].
	655 - Maymester				For 9- or 12-months faculty, postdocs, or staff for delivering instruction (other than Distance Ed-DELTA) https://studentservices.ncsu.edu/calendars/academic-calendar/#spring . Note: The system begin and end dates must be between 5/16 to 5/31 to avoid generating a system error.	[Provide Employee Name] will deliver overload instruction [provide a general description course].
	995 - DELTA / Engr Online, Overload	Academic Year 8/16-5/15, Credit Academic Year 8/16-5/15, Non-Credit	x x		For 9- or 12 months faculty, postdocs, or staff delivering Distance Ed instruction or Engineering On-Line courses as overload beyond their primary job responsibilities or statement of faculty responsibilities (SFR).	[Provide Employee Name] will deliver overload Distance Ed instruction or Engineering On-line [provide a general description course] for the [provide period of time].
	996 - DELTA / Engr Online, Summer	Summer 1, Credit Summer 2, Credit Summer 10-Week, Credit Summer 1, Non-Credit Summer 2, Non-Credit Summer 10-Week, Non-Credit		x	For 9- or 12 months faculty, postdocs, or staff delivering Distance Ed instruction or Engineering On-Line courses as during the summer. https://studentservices.ncsu.edu/calendars/academic-calendar/#spring	[Provide Employee Name] will deliver overload Distance Ed instruction or Engineering On-line [provide a general description course] for the [provide period of time].
	100 - SHRA Instruction		x		For SHRA FLSA Exempt employees performing teaching duties outside of their normal job responsibilities.	[Provide Employee Name] will deliver overload instruction [provide a general description course].
	Academic Support / Instruction related	130 - Extra Time		x		For SHRA FLSA Exempt employees executing additional work activities outside the scope of their primary job.
617 - Academic Support, Summer ★				x	For 9- or 12-months faculty, postdocs, or staff for performing academic support activities during the summer (5/16 - 8/15). It is recommended that these transactions are not entered prior to May 1 and not later than September 30.	[Provide Employee Name] will [provide general description of academic support activities].
618 - Academic Support, Academic Year ★			x		For 9- or 12-months faculty, postdocs, or staff for performing academic support activities beyond their primary job responsibilities or statement of faculty responsibilities (SFR).	[Provide Employee Name] will [provide general description of academic support activities].
619 - Instruction related ★		Summer Startup Support Campus Rec/Intramural Programs Mentoring Academic Support Programs Supervision Study Abroad Student Teach / Practicums New Course Development Fac Award/Fellow/Honor - Outside Entity Other BOT Approved	x		For 9- or 12-months faculty, postdocs, or staff performing instruction-related duties as overload beyond their primary job responsibilities or statement of faculty responsibilities (SFR).	[Provide Employee Name] will [provide general description of instruction-related activities] for the [provide the period of time].
640 - CVM Additional Pay		CVM After Hours Clinical CVM Continuing Ed CVM Faculty Clinical Comp CVM Hospital Board	x	x	**For Use By The College of Vet Medicine Only ** For faculty, postdocs, or staff performing duties such as: After Hours Clinical, Continuing Education, Faculty Clinical Compensation and Hospital Board.	[Provide Employee Name] will [provide general description of CVM activities (e.g after hours clinical, continuing ed, faculty clinical comp, or hospital board)] for the [provide the period of time].
690 - Non-Instruction Activities		Speaker Fees - EHRA Translator/Interprtr Fees Artist Perm. Services Summer Camp Programs Prof. Licensure Rev. Programs	x		For 9- or 12-months faculty, postdocs, or staff for performing non-instructional duties as overload beyond their primary job responsibilities or statement of faculty responsibilities (SFR).	[Provide Employee Name] will [provide general description of non-instruction activities (i.e. see TRC list) for the [provide the period of time].
Earning Codes subject to TEARS = ★						
*Note: While the university has defined the above-listed time periods for purposes of regular university operations, these dates may be subject to change by the Chancellor based on exigent circumstances (i.e. extraordinary weather event, natural disaster, other campus emergency) as needed.						
**Examples of Description of Activities are only intended to serve as a general expectations of content that should be encompassed with each additional compensation transaction. Please DO NOT copy and paste the provided examples.						