College of Agriculture and Life Sciences (CALS) Business Operations

Additional Compensation Requests for EHRA Employees

Standard Operating Procedure

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CBO-Budget-203	Additional Compensation Requests for EHRA Employees
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1. PURPOSE

1.1. This SOP describes the process by which a CALS department/unit self-initiates requests for additional compensation for an EHRA employee and the College and University process for review and approval or denial.

1. The University has complex policies that define the instances in which the rules around which University employees can receive additional compensation above their base salary for work to be performed that is clearly outside the scope of their job description or that adds substantial additional work effort to the employee's job duties.

2. The University currently allows departments to self-initiate additional compensation requests directly in the PeopleSoft system <u>only</u> for EHRA employees.

3. HR Specialists within CALS HR facilitate all other <u>non-EHRA</u> requests on behalf of the department.

2. CBO GUIDELINES

2.1. Academic

1. All additional compensation for full-time employees for the fiscal year (for 12-month employees) or for the academic year (for 9-month employees) should not exceed 20% of the base salary without advance authorization. Any request for additional compensation that exceeds 20% during the academic year requires approval by the CALS Dean.

2.2. Summer

1. Additional compensation payments should not exceed 33.33% during the summer for 9-month faculty. Any request for additional compensation that exceeds 33.33% during the summer requires approval by the CALS Dean. No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or in part from sponsored projects. If the request is being paid on a ledger 5 project, the effort cannot exceed 90% for a single pay period. Summer salary can only be paid for effort during the summer session terms: Summer I: May 16 - June 30 and Summer II: July 1 - August 16 and only after work has been completed.

2.3. Required Training

1. For all summer salary additional compensation requests, all individuals who request, submit, approve, or receive additional compensation requests and payments must pass an

online course.

2.4. Additional compensation for part-time employees taking on additional effort should be accomplished by adjusting the Full Time Equivalent (FTE), not to exceed 1 FTE.

2.5. Once an additional compensation request has been approved by university HR, no changes can be made to the request. If the Business Points of Contact determines that a change needs to be made, they should contact the Budget Consultant/ Positon Budget Consultant to discuss the course of action that can be taken to make the correction.

3. ASSOCIATED SYSTEMS/FORMS

3.1. Systems
1. MyPack Portal
2. PeopleSoft Financials and HR
3. Reporter
4. Wolfpack Reporting System (WRS)

3.2. Forms
1. Summer Salary Calculations Tool: Used to calculate how much will be paid during each pay period for summer sessions.
2. Dean Approval Form – currently under development

4. ROLES AND RESPONSIBILITIES

Relevant Parties	Roles and Responsibilities
Department	
Home Department Head/ Unit Head	Responsible for discussing with the EHRA employee and affirming the appropriateness of the additional compensation request. Responsible for reviewing, in PeopleSoft, the additional compensation request to ensure that the request complies with the University Guidelines and determine whether to approve or push-back the request in advance of the work to be performed. Required to take summer salary training.

Business Points of Contact (POCs)	Responsible for reviewing and compiling the required justification and documentation for EHRA employee additional compensation in compliance with the University Guidelines. Include documentation of Dean's approval if payment is greater than 20% for academic year or 33% if summer salary. Responsible for initiating the action in the Additional Compensation module in PeopleSoft prior to the work being performed. Review each additional compensation request to ensure that it has processed through the approval queue and will be paid in the correct pay period. Required to take summer salary training.
EHRA Employee	Responsible for communicating/discussing requests with the Home Department Head/ Unit Head and providing adequate justification for work to be performed. This should take place prior to work being performed. Responsible to perform the additional work/effort described in the request and ensuring it does not interfere with primary responsibilities. Required to take summer salary training.
CALS CBO	
Contracts and Grants Post Award Consultants (PAC)	Responsible for providing approval, through email, for EHRA employees that have additional compensation paid on a grant. This communication takes place between the Budget Consultant/ Position Budget Consultant and the Contracts and Grants PAC.
Budget Consultant/ Position Budget Consultant	Responsible for reviewing additional compensation requests that have routed through the approval queue to ensure that requests comply with the University Guidelines and to determine whether to approve or push-back the request. Prior to payroll lockout, the Budget Consultant/ Position Budget Consultant will review additional compensation reports and follow-up with approvers to ensure payment requests have routed through the approval queue and processed in the correct payroll.
College	
CALS Dean	Responsible for reviewing and either approving or denying requests for additional compensation that exceed more than 20% of an employee's base salary during the academic year and 33.33% of an employee's base salary during summer terms.
CALS Administrative Team	Responsible for reviewing additional compensation requests that have routed through the approval queue to ensure that requests comply with the University Guidelines and determine to either

	approve or push-back the request. Can serve as a required approver as well as a proxy approver.
University	
University HR	Responsible for final review and approval regarding compliance to University Guidelines.
University Payroll	Responsible for processing payments to EHRA employee.

5. PROCEDURE

5.1. Academic Year Additional Compensation

1. The EHRA employee identifies and defines a need for additional compensation and submits request to Home Department Head/ Unit Head for approval.

2. Upon approval from Home Department Head/ Unit Head, the Business POCs initiates the request in PeopleSoft, uploading required documentation. The Business POCs should confirm the scope of the additional compensation request and ensure that the request meets University Guidelines. The Business POCs should identify the correct funding source, confirm it is active, and has an available balance. Once the request is submitted, the PeopleSoft system sends an email notification to all individuals that are required to approve the additional compensation request.

    a) If the request exceeds 20% of base salary, the CALS Dean is required to review and approve the additional compensation request. A form will be provided which the dean signs and is uploaded into the system by the Business POCs.

3. Request for additional compensation routes to the Home Department Head/ Unit Head for review and then either approve or push-back. The Home Department Head/ Unit Head ensures that the request meets University Guidelines including confirming the funding source is active and has the funds needed.

    a) In certain instances, after the Home Department Head/ Unit Head approves the request, the request will route to the CALS Administrative Team for review to ensure that the request meets University Guidelines. The CALS Administrative Team will either approve or push-back.

4. Once the Home Department Head / Unit Head and/or the CALS Administrative Team have approved the request, the request will route to the Budget Consultant/ Position Budget Consultant for review to ensure the request meets University Guidelines.

    a) If the request is for an employee paid on a sponsored project, the Budget Consultant/ Position Budget Consultant will contact CALS Contracts and Grants for their approval via email. Upon CALS Contract and Grants approving the request, the Budget Consultant/ Position Budget Consultant will input comments into the system noting CALS Contacts and Grants approval. Then, the Budget Consultant/ Position Budget

Consultant approves the request.

    b)   If the Budget Consultant/ Position Budget Consultant determines that the request, as submitted, does not meet University Guidelines, they will push-back the request to the initiator by placing comments in the comments field describing the additional documentation needed in order to be approved. The initiator will receive a system-generated email asking to update the request.

5.   University HR provides the final review and either approves or denies.

    a)   If approved, University Payroll will process the payment in the next applicable pay period.

    b)   If denied, any new requests will need to be submitted with new terms that adhere to the University guidelines.

5.2. **Summer Salary Additional Compensation**

1.   Summer salary is processed for summer session terms only: May 16 - June 30 and July 1 - August 15.

2.   Summer salary training is required for all individuals engaged in the additional compensation process. Reporter generates a report of individuals who have a role in initiating or processing summer salary additional compensation requests and the status of that training. Any individual involved with processing summer salary additional compensation request must successfully complete the summer salary-training course in order to perform their role.

3.   The EHRA employee will identify a need for additional compensation and submits the request to Home Department Head/ Unit Head for their approval.

4.   Upon approval from the Home Department Head/ Unit Head, the Business POCs initiates the request in PeopleSoft, uploading required documentation including the Summer Salary Calculations Tool sheet. The Business POCs should confirm the scope of the additional compensation request and ensure that the request meets University Guidelines. The Business POCs should identify the correct funding source, confirm it is active, and has an available balance. Once the request is submitted, the PeopleSoft system sends an email notification to all individuals that are required to approve the additional compensation request.

    a)   If the request exceeds 33.33% beyond base salary, the CALS Dean is required to review and approve the additional compensation request. A form will be provided which the dean signs and is uploaded into the system by the Business POCs.

    b)   No exceptions may be approved beyond 33.33% for a 9-month faculty member paid in whole or in part from sponsored projects. If the request is being paid on a 5 ledger, the effort cannot exceed 90% for a single pay period.

5.   Request for additional compensation routes to the Home Department Head/ Unit Head for review and either approval or push-back. The Home Department Head/ Unit Head ensures that the request meets University Guidelines including confirming the funding source is

active and has the funds needed.

  a) In certain instances, after the Home Department Head/ Unit Head approves the request, the request will route to the CALS Administrative Team for review to ensure that the request meets University Guidelines. The CALS Administrative Team will either approve or push-back.

6. Once the Home Department Head / Unit Head and/or the CALS Administrative Team have approved the request, the request will route to the Budget Consultant/ Position Budget Consultant for review. The Budget Consultant/ Position Budget Consultant ensures that the request meets University Guidelines.

  a) The Budget Consultant/ Position Budget Consultant will ensure that each individual engaged in the additional compensation request has completed the summer salary-training course by reviewing the report provided by Reporter. If not, the Budget Consultant/ Position Budget Consultant will push-back the request.

  b) If the request is for an employee paid on a sponsored project, the Budget Consultant/ Position Budget Consultant will contact CALS Contracts and Grants for their approval via email. Upon CALS Contract and Grants approving the request, the Budget Consultant/ Position Budget Consultant will input comments into the system noting CALS Contacts and Grants approval. Then, the Budget Consultant/ Position Budget Consultant approves the request.

  c) If the Budget Consultant/ Position Budget Consultant determines that the request, as submitted, does not meet University Guidelines, they will push-back the request to the initiator by placing comments in the comments field describing the additional documentation needed in order to be approved. The initiator will receive a system-generated email asking to update the request.

7. University HR provides the final review and will either approve or deny. If approved, University Payroll will process the payment in the next applicable pay period.

6. REFERENCES

1. Abbreviations and Definitions- https://cals.ncsu.edu/intranet/cals-business-operations/abbreviations-and-definitions/
2. Additional Compensation Application Manual for EHRA Employees- https://ehra.hr.ncsu.edu/wp-content/uploads/sites/8/2016/01/AdditionalCompensationApplicationManual.pdf
3. University REG 05.58.01 – Additional Compensation Paid through the University - https://policies.ncsu.edu/regulation/reg-05-58-01/
4. University Contracts and Grants Summer Salary and Supplemental Pay for 9-Month Faculty Standard Operating Procedure- https://cng.ncsu.edu/wp-content/uploads/2017/03/Summer-Salary-SOP-3-31-17.pdf

REVISION LOG

Date	Version	Nature Of Change	Author
09/04/2018	Draft 1.0	Initial Document	