1. PURPOSE/INTRODUCTION

The additional compensation requests procedure prescribes the process by which the College of Sciences will submit, enter and pay additional compensation actions for summer salary for work performed from May 16th through August 15th. Various university and federal limitations as well as deadlines require the College to follow a consistent process to ensure compliance.

2. DEFINITIONS

SOP – Standard Operating Procedure
NCSU – North Carolina State University
ACRF - Additional Compensation Request Form
Sponsored project funds – any project number beginning with the number 5
NSF – National Science Foundation
NIH – National Institutes of Health
Flow-through – sponsored funds that may flow from the federal government to a non-federal entity (e.g., State of North Carolina) then distributed to NCSU
TEARS – The Employee Activity Reporting System
PMR – Project Modification Request
Summer period – May 16th through August 15th

3. PROCEDURAL STEPS

3.1 – Identify need for additional compensation. An employee identifies need for an additional compensation action due to overload instruction; summer session teaching; summer salary to conduct research supported by startup funding, retention funding and/or sponsored funding; administrative duties or any other responsibilities that fall outside the scope of normal work effort.
3.2 – **Considerations:**

3.2.1 – An employee may not receive more than 33.33% of their annual base salary when any portion of the salary will be paid from sponsored project funds.

3.2.2 – An employee may request an exception to earn greater than 33.33% of their annual base salary, when no portion of the salary will be paid from sponsored project funds. This exception requires Dean’s approval.

3.2.3 – An employee earning 33.33% of their annual base salary, may not charge greater than 90% of this summer salary to sponsored project funds, without Dean’s approval.

3.2.4 – An employee may request an exception to earn greater than 90% of their summer salary from sponsored funds. This exception requires a monitoring plan and Dean’s approval.

3.2.5 – Employees who receive, process or approve summer salary that is paid in whole or in part from sponsored project funds must complete online training on NCSU summer salary policy prior to submitting the ACRF.

3.2.6 – Per the NSF two-ninths rule, a person considered to be Senior Personnel cannot be paid more than 2/9 of their academic annual salary, whether it is paid for summer or academic year time, over any given 12 month time period, specifically July 1 through June 30. This limit includes funds received from all NSF funding sources, including flow-through funding.

3.2.7 – Monthly salary expenditures charged to NIH funded projects cannot exceed 1/12th of the NIH annual salary cap. This salary cap is adjusted annually, usually January 1. The ACRF will have the current salary cap.

3.2.8 – All summer salary requests must be processed and paid by September 30th to comply with TEARS. Any payments after September 30th require Dean’s Approval.

3.2.9 – Summer salary additional compensation requests from sponsored research funds require Agency approval. Approval is required as part of the awarded budget or via an approved PMR prior to submission of ACRF. Departments assume financial responsibility when the PMR is denied by the sponsoring agency.

3.2.10 – Work is not to commence prior to the submission and approval of the additional compensation request and action. This includes department approvals, college approvals and university human resources approvals.

3.2.11 – Amounts earned after July 1 will not be adjusted due to salary increases. Prior year academic year salary is the basis for calculations.

3.2.12 – Externally-funded work being performed by a faculty member at a remote operation requires Dean’s Approval.

3.3 – **Complete form(s).** An employee completes the College of Sciences Summer Salary Additional Compensation Request Form or engages a department staff member to complete the form with the information provided by the employee receiving the additional compensation. The form is password protected. Only the cells requiring input are available. All other cells are for informational purposes. All pages of the workbook can be printed. Sheet names highlighted in yellow require action. All other sheets are for information purposes only.

3.3.1 – Only use one form per employee per summer period (May 16th through August 15th). When submitting revisions/corrections, use the original form (or the last submitted version), advance the version number and add, change or delete the applicable information. The form is designed to capture all payments to an employee over the summer period to ensure compliance.

3.3.2 – Only complete the cells highlighted in yellow. Tab to proceed to next yellow cell.
Type of Request – select from dropdown list

- 3.3.3.1 Original Request – first time submitting form for the current summer period
- 3.3.3.2 Additional Sequence – all subsequent submissions for current summer period
- 3.3.3.3 Change funding – changing the source of funds on a prior submission
- 3.3.3.4 Change amount – changing the amount of funds to be paid on a prior submission
- 3.3.3.5 Change dates – changing the work dates on a prior submission
- 3.3.3.6 Other – reason not listed above. Provide explanation in Other box on ACRF.

Version No. Use last name and then 01, 02, etc. Use 01 for first submission. Example for a first submission for an employee with the last name of Smith – Smith01

Last Name – of the employee receiving the additional compensation

First Name – of the employee receiving the additional compensation

Work performed at remote location – is a 12-month faculty member performing the work at a remote location – select from dropdown list

- 3.3.7.1 Yes – provide explanation in Other box. Form requires Dean’s approval.
- 3.3.7.2 No
- 3.3.7.3 N/A – faculty is on a 9-month appointment

Submission date – deadlines are provided in the chart on the deadline tab in the ACRF and below.

- 3.3.8.1 For submission dates beyond September 1st, provide explanation in Other box.
- 3.3.8.2 Requests resulting in additional compensation payments for summer salary beyond September 30th requires Dean’s approval.

Department – select from a dropdown list

C&G Training Complete – select from a dropdown list

- 3.3.10.1 Yes – proceed to next cell
- 3.3.10.2 No – STOP! – complete training now. Click on link. It takes less than 15 minutes.
- 3.3.10.3 N/A – additional compensation will not be charged to sponsored funding

Teaching – is an employee teaching during the summer period – select from a dropdown list

- 3.3.11.1 Yes – select time period in next cell
- 3.3.11.2 No – select N/A in next cell

Sessions – select from a dropdown list

- 3.3.12.1 1 – select for summer session 1
- 3.3.12.2 2 – select for summer session 2
- 3.3.12.3 10 wk – select for 10 week summer session
- 3.3.12.4 both – select if teaching both summer sessions 1 and 2
- 3.3.12.5 N/A – select if answer to previous cell was No

Employee ID – input 9 digit employee id number

Travel – is employee traveling during the summer period AND receiving sponsored project funding – select from a dropdown list

- 3.3.14.1 Yes – select Yes or No in next cell
- 3.3.14.2 No – enter N/A in next cell

Travel Related to Funding – if selected yes in prior cell, is travel directly related to the specific grant(s) listed on ACRF – select from a dropdown list

- 3.3.15.1 Yes
- 3.3.15.2 No – provide explanation in Other box
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3.3.15.3 – N/A – select in answer in prior cell was No

3.3.16 – **Annual Base Salary** – enter amount, no decimal, no cents. Refer to [NCSU REG 05.58.01](#) for calculation of base salary

3.3.17 – **Appointment** – is the employee on a 9 or 12 month appointment – select from a dropdown list. Upon this selection (the base salary must be done first), the following 3 cells will autopopulate

3.3.17.1 – **Monthly salary** – A warning will occur if the monthly salary exceeds the monthly NIH cap. This simply a warning, in the event NIH will be selected as an agency.

3.3.17.2 – **33.3% of annual base salary** – for informational purposes. If an employee plans to receive greater than this amount, they must obtain **Dean’s approval**.

3.3.17.3 – **90.0% on ledger 5 (sponsored projects)** – for informational purposes. If an employee plans to receive greater than 90% of their summer salary from sponsored projects, they must obtain **Dean’s approval**.

3.3.18 – For lines no. 1-14 complete the following cells:

3.3.18.1 – **Project** – 5 digit project number (e.g. 5XXXX or 2XXXX)

3.3.18.2 – **Agency** – select from a dropdown list

3.3.18.3 – **Work Start Date** – dates prior to 5/16 are not allowed

3.3.18.4 – **Work End Date** – dates after 8/15 are not allowed

3.3.18.5 – **Months** – enter the dollar amount for each month. May and August are ½ months and June and July are full months. An employee cannot earn more than ½ of their monthly salary in May or August.

3.3.18.6 – **Ledger 2 reason** – purpose of activity related to ledger 2 funds – select from a dropdown list. If other is chosen, provide explanation in Other box below.

3.3.18.7 – **DELTA Line 15** – this is for DELTA funding. DELTA additional compensation request actions are entered by DELTA. However, this funding must be included on this form to ensure compliance with limitations and maximums. Enter the amount of DELTA funding to be received in each month for the employee.

3.3.19 – **Totals** – will autocalculate

3.3.19.1 – **Totals All Funding Sources**

3.3.19.1.1 – totals for May or August will turn red if exceeds ½ of the monthly salary – adjust amounts until no longer red

3.3.19.1.2 – totals for June or July will turn red if exceeds monthly salary – adjust amounts until no longer red

3.3.19.1.3 – red warning will appear if total for summer period exceeds 33.33% of annual base salary as a reminder to obtain **Dean’s approval** for exception (exception is not permitted if any portion of funds is from sponsored funds)

3.3.19.1.4 – red warning will appear if total for summer period on sponsored funds exceeds 90% as a reminder to obtain **Dean’s approval** for exception (exception will also require a monitoring plan for **Dean’s approval**).

3.3.19.2 – **NIH-Only Totals** - red warning will appear if any month’s total exceeds NIH cap when NIH agency is selected – adjust amounts until no longer red

3.3.20 – **Other** – use this box for any explanation or justification required

3.3.21 – **Work performed** – provide a detailed description of the work performed. Be specific.

3.3.22 – **Monitoring Plan** (2nd sheet) – An employee may request an exception to earn greater than 90% of their summer salary from sponsored funds. This exception requires a **monitoring**
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**plan and Dean’s approval.** Complete the monitoring plan box with information obtained from the department head. All other information will autopopulate from the information on the form.

3.3.23 – Attestations (3rd sheet) – No information is required for input. Cells will autopopulate with information provided on the form tab. This sheet captures the key policies and regulations associated with additional compensation summer salary requests. A link to each policy or regulation is provided for further details. This list is not inclusive, but rather the key points. It is the responsibility of all participants in the process to ensure the additional compensation request and resulting action in the additional compensation application is in compliance with all applicable policies and procedures. **If an employee has a question about the action, it is that employee’s responsibility to inquire prior to sending the form and/or workflow action to the next level. Any action received at any level that is incomplete and/or violates a policy will be returned for correction.** Inquiries should be made to the department business office or the college business office.

3.4 – Print documents – print the form, attestations page and monitoring plan (if applicable)

3.5 – Obtain signatures on ACRF

3.5.1 – Department business office manually completes the following for lines 1-14:

3.5.1.1 – Earnings Code – refer to sheet labeled Effort Codes. This information is required to enter the action into the Additional Compensation Application system

3.5.1.2 – Budget & Travel checked

3.5.1.2.1 – budget should be checked for each project listed, regardless of source of funds, to ensure budget is available to cover expenditures for the summer salary. For sponsored projects, the amount must also be in the correct budget category. If a PMR is required for a sponsored project, the PMR must be submitted and approved PRIOR to entering the action into the Additional Compensation Application system.

3.5.1.2.2 – if employee indicated yes in section 3.043 of this SOP, ensure travel plans are in compliance with project terms and conditions

3.5.2 – A Department Head’s signature is only required on the ACRF when a monitoring plan is required.

3.5.3 – A Dean’s signature is required on the ACRF under the following circumstances:

3.5.3.1 – Additional compensation exceeding 33.33% beyond prior academic year base salary from all sources of funds during the summer period (May 16 - August 15). No exceptions allowed if compensation paid in whole or part from sponsored project funds.

3.5.3.2 – Exceptions beyond 90% effort on externally-funded grants and contracts during the summer period (May 16 - August 15)

3.5.3.3 – Payment of summer salary after September 30

3.5.3.4 – Externally-funded work being performed by a 12-month faculty member at a remote operation

3.6 – Enter action into electronic system. Actions may be entered any time, including for future payments, except during the lockout period. A department staff employee enters all necessary information from the form into the additional compensation application in MyPack Portal. Detailed instructions to access this application, enter the information, route the action and workflow approval are located at Additional Compensation Application for EPA Employees Guide. If an employee requires assistance during this process, inquiries should be made to the department business office or college business office.
3.7 – *Upload documentation* – upload any and all documentation to substantiate the information entered into the system. This information will be reviewed at each approval level. Upon an audit, the information uploaded to the action will become the auditable documentation; therefore, complete and detailed information is required.

- 3.7.1 – Form, attestation page and monitoring plan (if applicable) – upload as one PDF document. This is required for EVERY action.
- 3.7.2 – Teaching – summer session teaching offer letter
- 3.7.3 – Administrative duties – summer salary offer letter outlining duties and related compensation
- 3.7.4 – Research (startup and retention funding) – letter or e-mail documenting compensation over and above what is outlined in the new hire or retention offer letter

3.8 – Action is electronically submitted for approval - It is the responsibility of all participants in the process to ensure the additional compensation request and resulting action in the additional compensation application is in compliance with all applicable policies and procedures. *If an employee has a question about the action, it is that employee’s responsibility to inquire prior to sending the form and/or workflow action to the next level. Any action received at any level that is incomplete and/or violates a policy will be returned for correction.* Inquiries should be made to the department business office or the college business office.

- 3.8.1 – Home Department Supervisor approves
- 3.8.2 – College Research Office approves (for sponsored project funding only)
- 3.8.3 – College Business Office approves (for non-sponsored project funding only)
- 3.8.4 – College Dean (as per Section 3.42)
- 3.8.5 – University Human Resources approves

### 4. FORMS, TOOLS, ETC.

#### College of Sciences Summer 2016 Additional Compensation

<table>
<thead>
<tr>
<th>Work Performance Period</th>
<th>Date Form Due to Department Business Office</th>
<th>Date All Department Approvals Must Be Done and Ready for College Review and Approval</th>
<th>Date College Approval Must Be Done and Ready for University Human Resources Review and Approval (Payroll Lockout Date)</th>
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<td>7/1/2016</td>
<td>7/14/2016</td>
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<td>8/9/2016</td>
<td>8/12/2016</td>
<td>8/31/2016</td>
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</table>

(1) Late/revised summer salary additional compensation requests are due in the department business office no later than the close of business on 8/19/16 and due to the college level for approval no later than 9/1/16.

(2) Any summer salary additional compensation requests paid after 9/30/16 require Dean's approval

*Dates will change for each summer period*
## 5. REVISION TABLE

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Subsection#</th>
<th>Summary of Changes</th>
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