

BO.04.01	Additional Compensation Action Changes
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	April 3, 2019
Last Revised/Reviewed:	November 18, 2020
Related Policies and Procedures:	Additional Compensation Action Changes Timeline and Forms COS BO.01.03 – Additional Compensation Requests for Summer Salary COS BO.06.00 – Additional Compensation Requests for 9-Month or 12-Month Employees Payroll Confirmation Date University Payroll Lockout Date Overpayment Procedure COS Salary Distribution Change (SDC) Process Over 90-Day Justification Form Redistributions FAQ for Over 90-Day Best Practices Q&A for Over 90-Day REG 10.05.08 – Payroll Redistributions Post-Award Accountants

1. PURPOSE/INTRODUCTION

To outline the procedures to be followed and forms to be used to make changes to additional compensation actions. All references to completing, revising, and uploading either a COS Summer Salary Additional Compensation Form or a COS 9-Month or 12-Month Additional Compensation Request Form must be done in compliance with the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively. The initiator must first determine which scenario applies to the change by referring to the Additional Compensation Action Change [Timeline](#). Once the appropriate scenario has been identified, the initiator follows the directions below for that scenario. All signatures are to be obtained via an electronic signature process such as DocuSign.

2. DEFINITIONS

- AP – Accounts Payable
- COS – College of Sciences
- EHRA – Exempt from the North Carolina Human Resources Act
- HRIM – Human Resources Information Management & Analytics
- NCSU – North Carolina State University
- OFBM – Office of Finance and Business Management
- PI – Principal Investigator
- SDC – Salary Distribution Change
- SOP – Standard Operating Procedure

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3. PROCEDURAL STEPS - Not-Paid Scenarios (Funds not in the employee’s bank account)

3.1 Scenario 1 – Actions entered but not fully approved at all levels (no scenario form required)

- 3.1.1 Department identifies who to contact via email
 - a. Access the Additional Comp system in MyPack Portal
 - b. Determine the approver where the action is pending in workflow
 - c. If University EHRA Admin, email University EHRA Administration at additional-compensation@ncsu.edu
- 3.1.2 Department emails the approver with the action# and requests it be returned
 - a. Use subject line convention “Additional Compensation Action Return Request – Action#”
 - b. Body of e-mail convention “Please return this action”
- 3.1.3 Approver returns action by clicking the pushback button
- 3.1.4 Initiator will receive a system email that the action has been returned
- 3.1.5 Upon receiving notification, Initiator has two options:
 - a. Make corrections to action and resubmit for approval
 - b. Cancel action and initiate a new action
- 3.1.6 Initiator routes action through workflow for approval

3.2 Scenario 2 – Actions approved by University EHRA Administration – but BEFORE University Payroll Lockout Date

- 3.2.1 These actions have gone to the payroll table and are considered pending until the [University Payroll Lockout Date](#)
- 3.2.2 No later than 3 business days BEFORE [University Payroll Lockout Date](#) – Department completes an [Additional Compensation Action Cancellation Form](#)
- 3.2.3 Click on submit. Form will automatically be e-mailed to University EHRA Administration (additional-compensation@ncsu.edu) with a copy to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

- 3.2.4 University EHRA Administration returns action by clicking the pushback button
- 3.2.5 Initiator will receive an automatic system email that the action has been returned
- 3.2.6 If initiating a new action, no later than 2 business days **BEFORE** [University Payroll Lockout Date](#)
 - a. Initiator enters the action with the correct information
 - b. Uploads a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively.
 - c. Routes action through workflow for approval
- 3.2.7 Corrected action paid in **CURRENT** month if it is approved by [University Payroll Lockout Date](#)

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3.3 Scenario 3 – Actions approved by University EHRA Administration - AFTER University Payroll Lockout Date - But BEFORE Payroll Confirmation Date

- 3.3.1 These actions are in the process of being confirmed by the University Payroll Office
- 3.3.2 Prior to [Payroll Confirmation Date](#) - Department completes an [Additional Compensation Action Cancellation Form AP](#) [After Payroll Lockout]
- 3.3.3 Click on submit. Form will automatically be emailed to University Payroll with a copy to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

- 3.3.4 University EHRA Administration and the University Payroll Office will work with HRIM to cancel the pending payment. Status will then show cancelled in the Additional Compensation System.
- 3.3.5 Initiator receives email notification from University EHRA Administration that the action has been returned
- 3.3.6 If entering a new action, Initiator:
 - a. Enters the action with the correct information
 - b. Uploads a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively.
 - c. Routes action through workflow for approval
- 3.3.7 Initiator notifies employee they will **NOT** be paid in the current month and corrected action will be paid in the **NEXT** month

3.4 Scenario 4 – Actions AFTER the [Payroll Confirmation Date](#), but BEFORE Pay Day (payment can be seen in self-service by employee, but not in bank account). Action cannot be cancelled by the College or University EHRA Administration and will pay out as entered.

3.4.1 Scenario 4A – OVERPAYMENT

- 3.4.1.1 Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
- 3.4.1.2 Department generates an [Additional Compensation Action Overpayment Form](#)
- 3.4.1.3 Click on submit. Form will automatically be e-mailed to University Payroll with a copy to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

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- 3.4.1.4 COS OFBM Team Member will notify Assistant Dean for Finance & Business Management of overpayment
 - 3.4.1.5 Assistant Dean for Finance & Business Management
 - a. Reviews and resolves questions
 - b. Communicates with University Payroll Office to determine if action can be cancelled to avoid the overpayment or if overpayment will need to be addressed
 - i. If cancelled, refer to Scenario 3
 - ii. If not cancelled, University Payroll Office begins [overpayment procedure](#)
 - c. Communicates with Department Head and Business Officer to inform them if overpayment will be cancelled or if University Payroll Office will begin [overpayment procedure](#)
 - 3.4.1.6 Department notifies employee of next steps
- 3.4.2 **Scenario 4B – UNDERPAYMENT**
- 3.4.2.1 Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
 - 3.4.2.2 Department initiates an additional compensation action **for the amount of the underpayment**. Revised form must be added to the action while leaving the initial form in place for audit purposes.
 - 3.4.2.3 Initiator routes action through workflow for approval
 - 3.4.2.4 Initiator notifies employee that the current month’s additional pay will be partial and the amount of the underpayment will be paid in the **NEXT** month
- 3.4.3 **Scenario 4C – CHANGE IN PROJECT#**
- 3.4.3.1 After Initiator receives email indicating the payroll has been run and completed, the Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
 - 3.4.3.2 Department completes an [Additional Compensation Action Change in Project# Form](#)
 - 3.4.3.3 Click on submit. Form will automatically be emailed to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

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- 3.4.3.4 Funding approvers who received the Additional Compensation Action Change in Project# Form via email notification
 - a. Review information
 - b. Resolve issues with Department
 - c. Each approver emails initiator with approval or denial using the following standard language: “Your request for a Change in Project# for Additional Compensation Transaction ID# (XXXXX) has been (approved or denied). For additional information, please contact (email sender).”
- 3.4.3.5 Department initiates a redistribution
 - a. In MyPack Portal using the navigation Main Menu > Human Resources > Commitment Accounting > NCSU Redistributions > Create Redistribution
 - b. Refer to the [COS Salary Distribution Change \(SDC\) Process](#)
 - c. A detailed explanation of what changes are occurring is required (do not use comments such as “see form”, “per PI”, “change project#”, etc.). Explanation in the system should be able to stand on its own and provide all the details regarding the changes.
 - d. Note the redistribution# on the revised form in the lower left corner
 - e. Redistribution will run in **NEXT** month’s payroll

4. PROCEDURAL STEPS - Paid Scenarios (After pay day and funds in employee’s bank account)

4.1 Scenario 5A – OVERPAYMENT

- 4.1.1 Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
- 4.1.2 Department generates an [Additional Compensation Action Overpayment Form](#)
- 4.1.3 Click on submit. Form will automatically be e-mailed to University Payroll with a copy to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

- 4.1.4 COS OFBM Team Member will notify Assistant Dean for Finance & Business Management of overpayment
- 4.1.5 Assistant Dean for Finance & Business Management
 - a. Reviews and resolves questions
 - b. Communicates with Department Head and Business Officer to inform employee to anticipate communication from the University Payroll Office to coordinate repayment schedule
- 4.1.6 University Payroll Office begins [overpayment procedure](#)
- 4.1.7 Department notifies employee of next steps

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4.2 Scenario 5B – UNDERPAYMENT

- 4.2.1 Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
- 4.2.2 Department initiates an additional compensation action **for the amount of the underpayment**. Revised form must be added to the action while leaving the initial form in place for audit purposes.
- 4.2.3 Initiator routes action through workflow for approval
- 4.2.4 Initiator notifies employee that the current month’s additional pay will be partial and the amount of the underpayment will be paid in the **NEXT** month

4.3 Scenario 5C – CHANGE IN PROJECT#

- 4.3.1 After Initiator receives email indicating the payroll has been run and completed, the Department generates a revised COS Summer Salary Additional Compensation Form or COS 9-Month or 12-Month Additional Compensation Request Form per the most current versions of [COS SOP BO.01](#) or [COS SOP BO.06](#), respectively, to include current Department Head signatures
- 4.3.2 Department completes an [Additional Compensation Action Change in Project# Form](#)
- 4.3.3 Click on submit. Form will automatically be emailed to College Units based upon type of funding:

L-2	COS Office of Finance and Business Management
L-3	COS Office of Finance and Business Management
L-5	COS Research Administration
L-6	COS Office of Finance and Business Management
L-7	COS Office of Finance and Business Management

- 4.3.4 Funding approvers who received the Additional Compensation Action Change in Project# Form via email notification
 - a. Review information
 - b. Resolve issues with Department
 - c. Each approver emails initiator with approval or denial using the following standard language: “Your request for a Change in Project# for Additional Compensation Transaction ID# (XXXXX) has been (approved or denied). For additional information, please contact (email sender).”
- 4.3.5 Department initiates a redistribution
 - a. In MyPack Portal using the navigation Main Menu > Human Resources > Commitment Accounting > NCSU Redistributions > Create Redistribution
 - b. Refer to the [COS Salary Distribution Change \(SDC\) Process](#)
 - c. A detailed explanation of what changes are occurring is required (do not use comments such as “see form”, “per PI”, “change project#”, etc.). Explanation in the system should be able to stand on its own and provide all the details regarding the changes.
 - d. Note the redistribution# on the revised form in the lower left corner

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- e. Redistribution will run in **NEXT** month’s payroll
- 4.3.6 If over 90 days and affects an L-5 project number
 - a. Department completes an [Over 90-day Justification Form](#)
 - i. [Redistributions FAQ](#)
 - ii. [Best practices Q&A](#)
 - iii. [REG 10.05.08 – Payroll Redistributions](#)
 - b. Department emails completed, signed form to [assigned post-award accountant](#) to:
 - i. Review all information
 - ii. Resolve all issues with Department
 - iii. Initial and date approval under Preparer’s Name
 - iv. Obtain Associate Dean for Research or designee’s signature
 - v. E-mail Over 90-Day Justification Form to redistributions@ncsu.edu and cc Department L-5 accounting technician
 - vi. File an electronic copy in shared Research Administration Award Google Drive

5. REVISION TABLE

Revision #	Subsection #	Summary of Changes	Approval Date
BO.04.00	N/A	Original version	4/3/2019
BO.04.01	All	Update to reflect changes for summer salary, academic year and 12 month	11/18/2020