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| BO.06.01 | ADDITIONAL COMPENSATION REQUESTS FOR 9-MONTH or 12-MONTH EMPLOYEES |
| Owner/Contact Information: | COS Office of Finance and Business Management |
| Effective Date: | 09/23/2020 |
| Last Revised/Reviewed: | 09/23/2020 |
| Related Policies: | REG 05.58.01 - Additional Compensation Paid through the University HR.01.00 - Recruitment and Hiring of Students and Temporary Employees |

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 9-month employees (REG 05.58.01, Section 7.2) during the academic year or 12-month employees (REG 05.58.01, Section 7.1). This SOP only applies to College of Sciences (COS) employees. If COS supports a non-COS employee, this form is not required to be attached to the additional compensation action. All future references to employees infer non-COS employees. For employees under .75 FTE, contact College Human Resources at cos_humanresources@ncsu.edu for guidance. Various university and federal limitations and deadlines require the College to follow a consistent process to ensure compliance.

2. DEFINITIONS

SOP – Standard Operating Procedure
 COS - College of Sciences
 COS HR – College of Sciences, Human Resources Office
 FTE – Full-time equivalent

3. PROCEDURAL STEPS

- 3.1 *Identify the need for additional compensation.* An employee identifies need for an additional compensation action for duties that may include, but are not limited to:
 - Temporary additional or out-of-scope duties
 - Conducting non-credit seminars, workshops, and training
 - Teaching assignments deemed as overload
 - Dual Employment
 - Institutionally internally-funded grants or awards, such as for instructional development or research/scholarly activities
 - Externally-funded sponsored payments beyond base salary for 12-month faculty, and in unusual cases, payments during the academic year for 9-month faculty, if allowed by university regulations (See REG 05.58.01, Sections 7.1.1 and 7.2.1.1 for more information)
 - All other paid assignments, additional activities, deliverables, or duties with duration of less than one year

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3.2 *Considerations:*

- 3.2.1 Additional compensation for the fiscal or academic year may not exceed 20% of the base salary without the Dean’s (or designee’s) authorization.
- 3.2.2 Additional compensation for part-time employees taking on additional effort should be accomplished by adjusting the FTE, not to exceed 100%. This action would be processed by COS HR according to COS HR SOP [HR.01.00. Recruitment and Hiring of Students and Temporary Employees](#).

3.3 *Complete form.* An employee completes the College of Sciences 9-Month or 12-Month Additional Compensation Request [Form](#) and obtains approval signatures in the order they appear on the form. The Senior Associate Dean for Administration is the Dean’s primary designee for this form.

- 3.3.1 All additional compensation actions must have a signed form attached. If an action reaches the Additional Pay-Bus Office level (ledger-5 are approved by the College Research Administration, all other sources of funds are approved by the Office of Finance and Business Management), without a fully executed and signed form, it will be returned to the initiator with comments. If the action was entered by a non-COS entity, the Assistant Dean for Finance and Business Management will forward the additional compensation action to the department business officer or college unit responsible person and request a completed and signed form be uploaded to the action and notify when done.
- 3.3.2 Please be diligent to provide a complete and signed form to avoid delays in processing the action.
- 3.3.3 An action must be fully approved (through the university level) before the employee may commence performing the additional duties.
- 3.3.4 Please allow at least 5 business days for the action to be fully approved before the work begin date to allow for review, questions (if necessary), the return of the form and action approvals. This minimum 5 business days requirement may be extended by extraordinary circumstances or additional university deadlines.

4. REVISION TABLE

| Revision # | Subsection # | Summary of Changes | Approval Date |
|------------|--------------|--|---------------|
| BO.06.00 | N/A | Original Version | 09/23/2020 |
| BO.06.01 | Purpose | Clarify this SOP only applies to COS employees | 11/18/2021 |
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