NC STATE
College of Sciences

BO.01.06	**ADDITIONAL COMPENSATION REQUESTS FOR SUMMER SALARY** **May 16th through August 15th**
Owner/Contact Information:	College Business Office
Effective Date:	April 15, 2016
Last Revised/Reviewed:	March 10, 2023
Related Policies and Procedures:	UNC Policy 300.2.13 - Supplemental Pay for EPA Employees NCSU REG 05.58.01 - Additional Compensation Paid Through University Appointment Guidelines for Summer Session Teaching Summer Salary University Contracts & Grants SOP NSF Guidelines NIH Guidelines NCSU REG 10.05.15 - TEARS Reporting Additional Compensation Manual Online Summer Salary Training

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 for employees with 0.75 FTE or more (REG 05.58.01). For employees under 0.75, contact College Human Resources at cos_humanresources@ncsu.edu to process payment through the time and labor system. 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) and are then distributed to NCSU
TEARS – The Employee Activity Reporting System
PMR – Project Modification Request
Summer period – May 16th through August 15th
⬇ select from dropdown list

3. PROCEDURAL STEPS

3.1 – *Identify the need for additional compensation*. An employee identifies the 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 in a single pay period. This exception requires *Dean's approval and a monitoring plan*. It is the responsibility of the Department Head to ensure there is a monitoring plan in place, that monitoring occurs and is recorded/archived in the event of an audit.

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 August 16 through August 15. This limit includes funds received from all NSF funding sources, including flow-through funding, unless included in the project budget with justification, or through a rebudget provided the scope of work does not change

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*. Justification/explanation for late submission in "Other" box or by attachment is required.

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

3.2.11 – Earnings codes

3.2.11.1 – 601 – work performed 05/16/XX – 06/30/XX - for research activities regardless of fund source

3.2.11.2 – 602 – work performed 07/01/XX – 08/15/XX - for research activities regardless of fund source

3.2.11.3 – If entering action after 07/01/XX for work performed 05/16/XX – 06/30/XX use 601

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3.2.11.4 – Refer to earnings codes [link](#) for a complete list of codes

3.2.11.5 – 617 - consult with COS HR and if 617 is approved, upload COS HR approval email

3.2.12 – Faculty on phased retirement cannot take summer salary their first summer. They are eligible to receive summer salary with no limitations thereafter.

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, calculations or warning messages. All pages of the workbook can be printed. Sheet names highlighted in <mark>yellow</mark> 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 <mark>yellow</mark>. Tab to proceed to next yellow cell.

3.3.3 – <mark>Type of Request</mark> – 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.

3.3.4 – <mark>Travel Related to Funding</mark> – if the employee is traveling during the summer period AND receiving sponsored project funding AND travel is directly related to the specific grant(s) listed on ACRF, select yes from dropdown list, otherwise select no from dropdown list.

3.3.5 – <mark>C&G Training Complete?</mark> – For L5 funding, training is required by the employee receiving the funds, anyone signing the form, and anyone entering or approving the additional compensation action. The system will not allow the action to be completed and routed until all relevant parties have completed the training. Select from dropdown list: ⬇

　　3.3.5.1 – Yes – proceed to next cell

　　3.3.5.2 – No – STOP! – complete training using [REPORTER](#). It takes less than 15 minutes.

3.3.6 – <mark>Version No.</mark> 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

3.3.7 – <mark>Last Name</mark> – of the employee receiving the additional compensation

3.3.8 – <mark>First Name</mark> – of the employee receiving the additional compensation

3.3.9 – <mark>NSF Academic Year Release Time</mark> – the NSFs 2/9s rule is based upon a year which NC State defines as 08/16/XX to 08/15/XX. If the employee received academic year release time from NSF funding from during the previous fall semester or the current spring semester, enter those respective amounts.

3.3.10 – <mark>Submission date</mark> – deadlines are provided in the chart on the deadline tab.

　　3.3.10.1 – For submission dates beyond August 15th, justification/explanation in "Other" box or by attachment is required.

　　3.3.10.2 – Requests resulting in additional compensation payments for summer salary beyond September 30th requires ***Dean's approval***.

3.3.11 – Department – select from dropdown list ⬇

3.3.12 – Employee ID – input 9 digit employee id number

3.3.13 – Teaching – employee teaching during the summer period – select from dropdown list ⬇

    3.3.13.1 – Yes – select time period in next cell

    3.3.13.2 – No – select N/A in next cell

3.3.14 – Sessions – select from dropdown list ⬇

    3.3.14.1 – I – select if teaching summer session I

    3.3.14.2 – II – select if teaching summer session II

    3.3.14.3 – Both I & II – select if teaching both summer sessions I and II

    3.3.14.4 – Maymester – select if teaching Maymester session

    3.3.14.5 – 10 Week – select if teaching 10 week summer session

    3.3.14.6 – N/A – select if answer to previous cell was No because you are not teaching

3.3.15 – Annual Base + Supplements Salary – enter amount, no decimals (no cents). Refer to NCSU REG 05.58.01 for calculation of base + supplements salary. Not all supplements qualify.

    3.3.15.1 – Monthly salary – A warning will occur if the total monthly salary requested in a single pay period exceeds the monthly NIH cap. The warning will display if NIH is selected as the sponsor under funding source and the total salary charged to NIH in one month exceeds the cap

    3.3.15.2 – 33.33% of annual base salary – for informational purposes. If an employee plans to receive greater than this amount, they must obtain **Dean's approval**.

    3.3.15.3 – 90% 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 and a monitoring plan established by the department head.** Refer to section 3.3.20.

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

    3.3.16.1 – Project – 6 digit project number (e.g. 5XXXXX or 2XXXXZ) and phase if applicable

    3.3.16.2 – Responsible PI – Will return the responsible PI based on the ledger 5 project indicated in the previous cell

    3.3.16.3 – Funding Source – select from dropdown list

        3.3.16.3.1 – If a flow through from NSF, NIH or DOD, select that agency

        3.3.16.3.2 – If NIH, # of months will calculate based upon NIH Cap

        3.3.16.3.3 – If State Funds, will turn green as a reminder a reason is required

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

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

    3.3.16.6 – May, June, July, August 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.

    3.3.16.7 – Ledger 2 or 3 reason – purpose of activity related to ledger 2 or 3 funding – select from a dropdown list. ⬇ If Other is chosen, provide explanation in Other box below. Select Other if cost-share to an L5 project. Include the L5 project in the explanation box.

    3.3.16.8 – Non-COS funds (DELTA, other NCSU colleges, UNC) - Line 15 – this is for any additional compensation an employee may receive from outside COS. These amounts must be included so all summer salary is considered in calculations and warning messages.

3.3.17 – Totals – will auto calculate

    3.3.17.1 – Totals for May or August will turn red if they exceed ½ of the monthly salary – adjust amounts until no longer red

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

3.3.17.3 – 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 L5 funds)

3.3.17.4 – 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**) – see section 3.3.20.

3.3.17.5 – 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.

3.3.18 – Other – use this box for any explanation or justification required

3.3.19 – Work performed – provide a detailed description of the work performed and be specific.

3.3.20 – Monitoring Plan (2nd sheet) – An employee may request an exception to earn greater than 90% of their summer salary from sponsored L5 funds. This exception requires **Dean's approval and a monitoring plan**. It is the responsibility of the Department Head to ensure there is a monitoring plan in place, that monitoring occurs and is recorded/archived in the event of an audit. Select the applicable pay periods on the monitoring plan sheet. All other information will auto-populate from the information on the form (1st sheet).

3.3.21 – Attestations (3rd sheet) – No information is required for input. Cells will auto-populate 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, college business office, or college research office.

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

3.5 – *Obtain signatures on ACRF - Using DocuSign*

3.5.1 – L2 Accounting Technician verifies and docusigns the following for lines 1-14 for non-ledger 5 projects. L5 Accounting Technician verifies and docusigns the following for lines 1-14 for ledger 5 sponsored research funds:

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

3.5.1.3 – 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 requested 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 the entering the action into the Additional Compensation Application system.

3.5.1.2.2 – If employee indicated yes in section 3.3.4. of this SOP, L5 Accounting Technician will ensure travel plans are in compliance with project terms and conditions

3.5.1.2.3 - Initial and date using DocuSign

3.5.2 – A Department Head's signature is only required on the monitoring plan acknowledgement (as applicable). Department head approval of the action will occur electronically in the Additional Compensation System. In extraordinary circumstances the Senior Associate Dean, Assistant Dean for Finance and Business Management or Assistant Dean for Culture, Talent and Human Resources can approve for the Department Head. The Department Business Manager must send an email to all explaining the extraordinary circumstance and identifying the additional compensation transaction # that must be approved.

3.5.3 – 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 (ledger 5's).

3.5.3.2 – Faculty member exceeding 90% of the allowable Summer Salary per pay period (May 16 - August 15) on externally-funded contracts and grants

3.5.3.3 – Payment of summer salary after September 30

3.5.4 – Obtaining Dean's Signature

3.5.4.1 – Insert Assistant Dean of Finance in Docusign routing to initial and date

3.5.4.2 – Insert Dean in the DocuSign routing as a signer

3.5.4.3 – Insert Dean's Executive Assistant in the DocuSign routing as a cc

3.6 – *Enter action into electronic system*. Actions are entered by the funding OUC. 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 EHRA 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, this complete and detailed information uploaded to the action will become the auditable documentation.

3.7.1 – Form, attestation page and monitoring acknowledgement (if applicable) – upload as one PDF document. This is required for EVERY action.

3.7.2 – Teaching – summer session teaching offer letter, optional per department policy

3.7.3 – Administrative duties – summer salary offer letter, optional per department policy, 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, optional per department policy

3.8 – *Action is electronically submitted for approval*

3.8.1 - 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.

> 3.8.1.1– Home Department Supervisor approves
> 3.8.1.2 – College Research Office approves (for sponsored project funding only)
> 3.8.1.3 – College Office approves (for non-sponsored project funding only)
> 3.8.1.4 – College Dean (as per Section 3.5.3)
> 3.8.1.5 – University Human Resources approves

3.8.2 – It is the responsibility of the initiator to ensure actions are approved through final approval by respective deadlines. Prior to the deadline, the initiator shall run the active queue report (Human Resources Systems > NCSU Administration > Additional Compensation > Additional Compensation Rpts > Active Queue Report) to determine status of all actions and will follow up with approvers as needed.

4. FORMS, TOOLS, ETC.

				College of Sciences Summer 20XX Additional Compensation Deadlines	
Work Performance Period	Month	Date Form Due to Department Business Office	Date All Department Approvals Must Be Done and Ready for College Review and Approval	Date College Approval Must Be Done and Ready for University Human Resources Review and Approval	Payroll Date
05/16/XX - 05/31/XX	May (1/2 month)	4/15/20XX	5/1/20XX	5/10/20XX	5/31/20XX
06/01/XX - 06/30/XX	June (full month)	5/15/20XX	6/1/20XX	6/10/20XX	6/30/20XX
07/01/XX - 07/31/XX	July (full month)	6/15/20XX	7/1/20XX	7/10/20XX	7/30/20XX
08/01/XX - 08/15/XX	August (1/2 month)	7/15/20XX	8/1/20XX	8/10/20XX	8/31/20XX

5. REVISION TABLE

Revision #	Subsection #	Summary of Changes	Approval Date
BO.01.01	3.3.16	Calculation of base salary to include approved supplements	05/18/2016
	3.5	Actions are entered by the funding OUC	
	1	Additional compensation actions only for .75 FTE or more	
	3.2.4 & 3.3.17.3 & 3.3.22	>90% from sponsored funds in a single pay period requires Dean's approval and monitoring plan	
	3.2.6	NSF 2/9s rule applies to calendar year (January 1 – December 31)	
	3.3.10	C&G training via REPORTER	3/14/2017
	3.3.22 & 3.4 & 3.5.2 & 3.7.1	Monitoring plan acknowledgement	3/14/2017
	3.3.19.2	Update NIH Salary Cap	3/20/2017
BO.01.02	3.3.2	Significant reformatting of header yellow input cells	3/26/2018

	3.3.16.2	NIH Cap – added Cost Share for NIH Cap to funding source and changed # of months calculation to reflect NIH Cap and Cost Share	3/26/2018
BO.01.03	3.2.13	Faculty on phase retirement are eligible to receive summer salary with no limitations	03/16/2019
	3.3.16.6	Select Other is Cost Share to an L-5 project and note L-5 project number in Other explanation box.	03/16/2019
	3.3.5.2	C&G Training now through REPORTER	03/16/2019
	3.5.2	In extraordinary circumstances the Senior Associate Dean, Assistant Dean for Finance and Business Management or Assistant Dean for Culture, Talent and Human Resources can approve for the Department Head. The Department Business Officer must send an e-mail to all explaining the extraordinary circumstance and identifying the additional compensation transaction# that must be approved.	03/16/2019
	3.6	New University EHRA Additional Compensation Resource Webpage	03/16/2019
	N/A	Update hyperlinks throughout document	03/28/2020
	3.2.6	Update NSF 2/9s rule from calendar year to academic year	03/30/2020
BO.01.04	3.5.4	Modify 3.5.4.1 and 3.5.4.2 and delete 3.5.4.3 and 3.5.4.4 to reflect the use of DocuSign instead of scanning and emailing document	03/30/2021
BO.01.05	3.2.8 3.3.10	Justification/explanation for late submission required in "Other" box or by attachment is required.	3/12/2022
	3.2.12 3.5.1.1	Change effort to earnings and add link. Add emphasis 601 and 602 are used for research activities regardless of fund source	3/12/2022
	3.2.12.5	617 - consult with COS HR and if 617 is approved, upload COS HR approval email	3/12/2022
	3.3.5	Reflect new university system for monitoring C&G training requirement	3/12/2022
	3.5	Added to obtain signature using DocuSign	3/12/2022
	3.5.1.2.3	Initial and date using DocuSign added under budget and travel checked	3/12/2022
	3.5.4.1	Changed to obtain Assistant Dean of Finance initial first	3/12/2022
BO.01.06	3.2.6	Reflect exception to 2/9 rule if included in the project budget with justification, or through a rebudget provided the scope of work does not change	03/10/2023

	3.2.10	Removed original subsection 3.2.10: Work is not to commence prior to the submission and approval of the additional compensation request and action by all College of Sciences offices	03/10/2023
	3.2.11	Updated link to Earnings Codes	03/10/2023
	3.2.11.3	Corrected first date to 07/01/XX	03/10/2023
	3.2.11.4	Updated link to Earnings Codes	03/10/2023
	3.2.12	Added restriction for first summer	03/10/2023
	3.3.5.3	Removed subsection 3.3.5.3: N/A – additional compensation will not be charged to sponsored funding	03/10/2023
	3.3.9	Updated year referenced in policy as NSF allows organizations to define it. Updated calendar year to 08/16/XX to 08/15/XX per NC State's definition	03/10/2023
	3.3.10.1	Updated date from September 1st to August 15th	03/10/2023
	3.3.14.1 - 3.3.14.6	Updated formatting and added Maymester	03/10/2023
	3.3.15.1	Updated to reflect warning message will display if funding source is NIH and monthly cap is exceeded	03/10/2023
	3.3.16.1	Correct length of project number from 5 to 6	03/10/2023
	3.3.16.2 - 3.316.8	Added subsection for Responsible PI which was added to the ACRF this year	03/10/2023
	3.3.16.3.3	Removed original subsection 3.3.16.3.3: If Cost Sharing for NIH Cap (non-L5), # of months will return as 0. This was removed from ACRF for Summer Salary 2022 season	03/10/2023
	3.3.16.7	Included L3 in SOP requiring reason	03/10/2023
	3.3.21	Added college research office	03/10/2023
	3.5.1	Removed Department Business Office and replaced with L2 or L5 Accounting Technicians	03/10/2023