UNCW
Supplemental Compensation Application & Reporting Instructions

*October 1, 2010*
*Revised October 18, 2010; December 13, 2010 (Phase II Enhancements); June 8, 2011; May 29, 2012; May 22, 2013*
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Overview

Supplemental Compensation Application is a web based interactive program that provides campus a user-friendly tool to assist in requesting and monitoring supplemental compensation for UNCW employees. The application extracts Banner HR and HR Online 135 data on appointment and supplemental compensation history and payments in progress. The application automatically calculates maximum allowances for in- and out-of-contract as established in the revised University policy and also calculates amounts remaining for the two periods.

This new application functions as the data record and backup documentation to the HR Online 135 transaction, standardizing documentation in accordance with UNCW policy.

In order to comply with UNCW Supplemental Compensation policy, process a supplemental compensation request form, via this application, and obtain all approvals prior to work beginning and entry into HR Online for payment.

Contacts / Questions

Questions concerning this application or the policy, Supplemental Payments for UNCW Employees (http://www.uncw.edu/policies/documents/08135.pdf):

1. Human Resources:
   a. EPA HR Consultant Classification and Compensation (2-3698)
   b. EPA Salary Admin Coordinator (2-7110)
   c. Salary & Benefits Manager (2-2033)
   d. Employment Services Manager (2-3162)
   e. Director of HR Administration (2-3712)

2. Academic Affairs:
   a. Business Services Coordinator / EPA Personnel (2-3848)
   b. Assistant Director, Resource Management (2-4283)
**Future Enhancements**

1. Phase II (December 13, 2010):
   a. Future In- and Out-of-Contract Supplemental Assignments. Users have the ability to enter supplemental assignments (in this application) up to two years in the future
   b. Flex Scheduling is further enhanced by the addition of a Regular Work Schedule table to accompany the Flexed Schedule table
   c. Fund, ORG, and Program Code will automatically populates to reduce manual entry errors
   d. Account Code drop down menu added, again reducing manual entry errors
   e. Application Administrators can delete incomplete requests
   f. Void comments now available in the application and in the SSRS Supplemental Compensation Void Report

2. Phase II (June 7, 2011). Added a new supplemental compensation purpose, Admin Non Instructional, M012. Also updated HR Online 1.35 to include this new purpose.

3. Phase II (May 22, 2012). Added two new supplemental compensation purposes, Distance Ed Summer I and Distance Ed Summer II. Also updated the Policy to incorporate Distance Ed Summer I and II requests to be processed as outlined for all Summer I and II supplemental assignments.

4. Phase III:
   a. Summer Session migration
   b. Position Number Entry
   c. Approval Identification and Workflow
   d. Feed to Payroll
Supplemental Compensation Application Access

To access this application and create a supplemental assignment/compensation request, you must:

1. Be a permanent employee
2. Complete Supplemental Compensation and HR Online training
3. Have access to mySeaport
4. Have access to HR Online 1.35
5. Have access approved by Application Administrator (either HR or AARM):

   a. Human Resources:
      i. EPA Employment Coordinator (2-3339)
      ii. EPA Salary Admin Coordinator (2-7110)
      iii. Salary & Benefits Manager (2-2033)
      iv. Employment Services Manager (2-3162)
      v. Director of HR Administration (2-3712)

   b. Academic Affairs:
      i. Business Services Coordinator / EPA Personnel (2-3848)
      ii. Assistant Director, Resource Management (2-4283)

Academic Affairs Resource Management and Human Resources have administrator access monitoring the application’s security tables. Once all training is complete, you will be provided access to HR Online 135 and this application.
1. UNCW Home Page > mySeaport:

2. Use your Outlook username and password

3. Click on the Administrative Services tab and click on the menu item, Supplemental Compensation. You will then see the Supplemental Compensation Request Main Menu.
Do not click your Browser’s “Back” button. While in the Supplemental Compensation Application, it is important not to use the Back and Forward buttons (located in the top left hand corner of your browser). Using your Back and Forward buttons will double your completed request each time you use your Back and Forward buttons.

When you have printed your completed request, select one of the following:

1. Submit a New Request
2. Return Home
Troubleshooting

The Supplemental Compensation Request Application is a new application and therefore has limited error messages. The application will give you error messages for 1) application access, 2) duplicate requests, and 3) employee IDs.

Application Access: Below is the error message you will receive. If you receive this message, review the section on Supplemental Compensation Application Access (page 5).

![Error Message Image]
Duplicate request: Below is the error message you will receive.

Duplicate requests are those where the begin and end work dates, FOAPAL, Purpose, and Full Amount duplicate another outstanding requests (those with a pay status of “O”).

Review your documentation to ensure the request you are trying to enter has not already been paid or entered. Go to the “View Existing Requests” (page 32).
**Employee IDs**: Below is the error message you will receive. Click Return Home and enter the correct employee ID to proceed.

---

We apologize for any inconvenience you may experience. Please try connecting to the site again later. Thank you.

If you have questions or problems, please contact the Technology Assistance Center at (910) 962-4357 or tao@uncw.edu. If sending e-mail, please provide your name, campus e-mail address, a phone number where you can be reached and the error description.

**Error**: Specified Banner ID (850001699) does not exist.

Return Home

Close Window
Printing Requests

To increase the font size of your printed requests, in your browser, go to Page Setup and reset the margins to the lowest setting.

Session Time

Timers per session are established to ensure baseline security and to ensure the integrity of the application. This is necessary for several reasons:

1. To ensure the application is not left unattended for more than 30 minutes
2. To ensure that if another supplemental compensation request is entered during the time the employee is away from their computer, that information will be pulled in on the new request.

If you are timed out, the application will redirect you to the main page, without error, and reset the session.

You will not have to login again.

Log Out

To log out of the application, click on the “Close” link located on the upper right hand corner of the application.
Let’s Get Started

Main Menu

1. **New Request** – Input a new Supplemental Assignment Request
2. **View Existing Requests** – View Supplemental Assignments entered through this application
3. **Policy Information** – link to UNCW 08.135, Supplemental Compensation for UNCW Employees
4. **Application Documentation** – link to these instructions in pdf format
5. **Manage Users & Security** – a separate security table, only available to Application Administrators
6. **View Incomplete Requests** – delete incomplete requests, only available to Application Administrators
New Request

1. Enter a new Supplemental Assignment request and obtain approvals *prior to the work begin date*

2. Enter employee’s Banner ID and click the Submit button

3. For publication we have removed the employee’s name and Banner ID; however, this information will be available in the application

4. The following information is provided per your selection:

   a. Name (removed)
   b. ID (Banner ID) (removed)
   c. Department – Employee’s Home Department
   d. Orgn Code – Employee’s Home Department ORG
   e. Employee Classification (either):
      i. **EP** – EPA Non-Faculty
      ii. **FC** – Faculty
      iii. **SP** – SPA
f. Months Worked Code (either):
   i. **09A** – 9 month faculty (August 16, 20XX through May 15, 20XX)
   ii. **9LE** – 9 month *leave earning* EPA (August 1, 20XX through April 30, 20XX)
   iii. **9LS** – 9 month *leave earning* SPA (August 1, 20XX through April 30, 20XX)
   iv. **10A** – 10 month *leave earning* EPA or SPA (June and July off) (August 1, 20XX through May 31, 20XX)
   v. **11A** – 11 month *leave earning* EPA or SPA (July off) (August 1, 20XX through June 30, 20XX)
   vi. **11J** – 11 month *leave earning* EPA or SPA (June off) (July 1, 20XX through May 31, 20XX)
   vii. **12J** – 12 month *leave earning* EPA or SPA (July 1, 20XX through June 30, 20XX)

g. Job Title
h. Contract Length – Derived from the Months Worked Code:
   9, 10, 11 or 12
   i. Annual Base Salary
   j. FTE – Full Time Equivalent
k. FLSA = Exempt or Non Exempt
   i. Exempt – not subject to the wage hour overtime provisions of the Fair Labor Standards Act (FLSA)
   ii. Non Exempt – subject to the wage hour overtime provisions of the Fair Labor Standards Act (FLSA)

l. Max in Contract: The maximum dollar value a UNCW employee may earn from approved supplemental assignments during their in-contract period.
   i. Annual Base Salary x 20%
   ii. If operational needs or other compelling circumstances arise, supplemental compensation may exceed the 20% threshold and must be approved by the appropriate Vice Chancellor

m. Max Out Contract: The maximum dollar value a UNCW employee may earn from approved supplemental assignments during their out-of-contract period
   i. (Annual Base Salary / Months Worked) * Months Left in the Year
   
   ii. For example, a 9-month EPA employee with an annual base salary of $45,000 would have an out-of-contract maximum cap of $15,000:

   \[ \left( \frac{45,000}{9} \right) * 3 = 15,000 \]
iii. A 10-month EPA employee with an annual base salary of $45,000 would have an out-of-contract maximum cap of $9,000

\[(45,000 / 10) \times 2 = 9,000\]

iv. A 11-month EPA employee with an annual base salary of $45,000 would have an out-of-contract maximum cap of $4,090.91

\[(45,000 / 11) \times 1 = 4,090.91\]

n. Contract Dates: Identifies the contract dates from the Months Worked Code and Contract Length. This is the in-contract period. For the purposes of **Supplemental Assignments contract dates for academic year (9 month employees) are**:

i. *In Contract*: 8/16/XX through 5/15/XX

ii. *Out of Contract*: 05/16/XX through 08/15/XXX

iii. *Our academic year calendar is not fixed. Programming dictates that we must have a fixed calendar to consistently calculate in and out of contract amounts and balances*
5. Existing Assignments: If there are existing supplemental compensation assignments during the current period, they will be listed (different employee from above):

<table>
<thead>
<tr>
<th>Contract No</th>
<th>Work Begin Date</th>
<th>Work End Date</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Purpose</th>
<th>Current In Amt</th>
<th>Current Out Amt</th>
<th>Future In Amt</th>
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<td>$102.00</td>
<td>O</td>
</tr>
</tbody>
</table>

*PD = Paid; Pay History; PE = Pending; AP = Approved but Unpaid; O = Outstanding

a. Contract No

i. Existing Assignments will be identified with a 135XXXXX number. 135 represents the HR Online transaction number that begins with a “B”

ii. “No Assignments Can Be Found For Employee” message will appear if there are no existing assignments

iii. Outstanding requests will be identified with a SPZXXX number. These are requests that have been entered in the Supplemental Compensation Application but are not yet approved and have not yet entered in HR Online 135 for payment

iv. Once a SPZXXX outstanding request is approved manually, the preparer then enters the HR Online 135 transaction.

v. The HR Online 135 transaction must match the Supplemental Compensation Application request

vi. The SPZXXX number will then be replaced with the 135XXXXX number from HR Online 135 and the Pay Status will be updated from “O” to “PE”
### Existing Assignments

<table>
<thead>
<tr>
<th>Contract No</th>
<th>Work Begin Date</th>
<th>Work End Date</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Purpose</th>
<th>Current In Amt</th>
<th>Current Out Amt</th>
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<th>Future Out Amt</th>
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<td>$102.00</td>
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</table>

| Total       |                 |               |      |      |      |      |         | $8,890.50 (82.67%) | $0.00 (0%) | $5,001.00   | $102.00     |              |            |

*PD = Paid; Pay History; PE = Pending; AP = Approved but Unpaid; O = Outstanding

Current In Amount Remaining: $1,863.50 (17.33%)  
Current Out Amount Remaining: $17,923.33 (100%)  

Add New Supplemental Compensation Request

b. Work Begin Date – first work day of the assignment  
c. Work End Date – last work day of the assignment  
d. Fund – where assignment is being charged  
e. Orgn – Fund ORG  
f. Acct – account code classification of the assignment  
g. Program – program code classification of fund  
h. Purpose (from HR Online 135) & Appropriate Account Code:  
   i. Course Teaching Overload (M001) *(account code 913100)*  
   ii. Course Teaching Late Pay (M002) *(account code 913100)*  
   iii. Academic Advising (M003) *(account code 913100)*  
   iv. Counseling (M004) *(account code 911100)*  
   v. Instructional Development (M005) *(account code 913100)*  
   vi. Instructional Program Leader (M006) *(account code 913100 or 911100)*  
   vii. Research (M007) *(account code 911100 (non-grant funds) or 915110 (grant funds))*  
   viii. Public Service Workshop (M008) *(account code 911100)*  
   ix. Coaching (M011) *(account code 911100)*  
   x. Admin Non Instructional (M012) *(account code 911100)*  
   xi. Summer I Course Teaching (S001) *(account code 913100)*  
   xii. Summer II Course Teaching (S002) *(account code 913100)*  
   xiii. Distance Ed Summer I (M012) *(account code 913100)*
xiv. Distance Ed Summer II (M013) *(account code 913100)*

i. **Current In Amt**: The amount of an assignment that is during the current in-contract period. This value may be off by a few pennies. This is because programming calculates a daily rate in order to attribute how much of the full amount is attributed to the in and out of contract periods, based upon the work begin and end dates. The employee will be paid exactly the value of the full amount.

j. **Current Out Amt**: The amount of an assignment that is during the current out-of-contract period. This value may be off by a few pennies as noted above.

k. **Future In Amt**: The amount of an assignment that is during the future in-contract period.

l. **Future Out Amt**: The amount of an assignment that is during the future out-of-contract period.

m. **Full Amount**: The value of the full amount of the supplemental assignment. The employee will never be paid more than the value of the full amount.

---

**Existing Assignments**

| Contract No | Work Begin Date | Work End Date | Fund | Orgn | Acct | Prog | Purpose | Current In Amt | Current Out Amt | Future In Amt | Future Out Amt | Full Amount | Pay Status*
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</tbody>
</table>

*PD = Paid, Pay History; PE = Pending; AP = Approved but Unpaid; O = Outstanding

**Current In Amount Remaining**: $1,863.50 (17.53%)
**Current Out Amount Remaining**: $17,923.33 (100%)

*Add New Supplemental Compensation Request*
### Existing Assignments

<table>
<thead>
<tr>
<th>Contract No</th>
<th>Work Begin Date</th>
<th>Work End Date</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Purpose</th>
<th>Current In Amt</th>
<th>Current Out Amt</th>
<th>Future In Amt</th>
<th>Future Out Amt</th>
<th>Full Amount</th>
<th>Pay Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>13515502</td>
<td>07-01-2010</td>
<td>08-31-2010</td>
<td>137107</td>
<td>30000</td>
<td>913100</td>
<td>101</td>
<td>INSTRUCTIONAL PROGRAM LEADER</td>
<td>$1,350.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,400.00</td>
<td>PD</td>
</tr>
<tr>
<td>13517013</td>
<td>08-16-2010</td>
<td>12-31-2010</td>
<td>121600</td>
<td>32421</td>
<td>913100</td>
<td>101</td>
<td>COURSE TEACHING OVERLOAD</td>
<td>$2,070.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,450.00</td>
<td>PD</td>
</tr>
<tr>
<td>13516966</td>
<td>08-16-2010</td>
<td>12-31-2010</td>
<td>141024</td>
<td>32000</td>
<td>913100</td>
<td>101</td>
<td>COURSE TEACHING OVERLOAD</td>
<td>$1,636.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,046.00</td>
<td>AP</td>
</tr>
<tr>
<td>13517013</td>
<td>08-16-2010</td>
<td>12-31-2010</td>
<td>121600</td>
<td>32421</td>
<td>913100</td>
<td>101</td>
<td>COURSE TEACHING OVERLOAD</td>
<td>$1,380.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,450.00</td>
<td>AP</td>
</tr>
<tr>
<td>13516966</td>
<td>08-16-2010</td>
<td>12-31-2010</td>
<td>141024</td>
<td>32000</td>
<td>913100</td>
<td>101</td>
<td>COURSE TEACHING OVERLOAD</td>
<td>$2,454.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,050.00</td>
<td>PD</td>
</tr>
<tr>
<td>SPZ91</td>
<td>08-16-2011</td>
<td>05-15-2012</td>
<td>137101</td>
<td>30011</td>
<td>913100</td>
<td>101</td>
<td>COURSE TEACHING OVERLOAD</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,001.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>O</td>
</tr>
<tr>
<td>SPZ111</td>
<td>07-01-2012</td>
<td>07-31-2012</td>
<td>121200</td>
<td>32211</td>
<td>911100</td>
<td>101</td>
<td>SUMMER II COURSE TEACHING</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$102.00</td>
<td>$0.00</td>
<td>$102.00</td>
<td>O</td>
</tr>
</tbody>
</table>

n. **Pay Status Codes:**
   i. **PD** = Paid, Pay History – Assignments paid during the current year
   ii. **PE** = Pending – Assignments that are in HR Online 135 but not yet approved in HR Online
   iii. **AP** = Approved but Unpaid – Approved assignments in HR Online 135 but have not been paid
   iv. **O** = Outstanding – Assignments entered via this new application form and are in the Review/Approval process and have not been entered in HR Online 135.

o. **Voided Requests:** If a Supplemental Compensation Application Request needs to be voided, contact either Human Resources or Academic Affairs Resource Management.

p. **Current In Amount Remaining:** Max Current In Contract minus total In Contract Amount of Existing Assignments. This is the amount remaining that the employee may earn while remaining within the maximum allowable cap as established by University Policy.

q. **Current Out Amount Remaining:** Max Current Out Contract minus total Out of Contract Amt of Existing Assignments. This is the amount remaining that the employee may earn while remaining within the maximum allowable cap as established by University Policy.

r. If you wish to proceed and add a new Supplemental Assignment Request, click “Add New Supplemental Compensation Request”
6. **Add New Supplemental Pay Request:**

   a. Once selected, scroll down past the information fields and Existing Assignments

   b. Your preparer information and date will populate the appropriate fields
c. **Purpose:** Select the purpose of the assignment from the drop down menu.

   i. The following 11 purposes are classified as Supplemental Assignments and a Supplemental Compensation Request form is required and must be approved prior to entry into the HR Online 135 system for payment:

   1. Course Teaching Overload (M001) *(account code 913100)*
      a. Select either:
         i. **Fall**
            1. *Current*
            2. *Future*
         ii. **Spring**
            1. *Current*
            2. *Future*
      iii. **Full Academic Year**
        1. *Current*
        2. *Future*
b. Assignment Begin Date and Assignment End Date

automatically populates depending upon selection

2. Course Teaching Late Pay (M002) (account code 913100)
3. Academic Advising (M003) (account code 913100)
4. Counseling (M004) (account code 911100)
5. Instructional Development (M005) (account code 913100)
6. Instructional Program Leader (M006) (account code 913100 or 911100)
7. Research (M007) (account code 911100 (non-grant funds) or 915110 (grant funds))
8. Public Service Workshop (M008) (account code 911100)
9. Coaching (M011) (account code 911100)
10. Admin Non Instructional (M012) (account code 911100)
11. Summer I Course Teaching (S001) and Distance Ed Summer I (M012) (*account code 913100*)
   a. *Automatically populates with June Current or Future dates*

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Summer I Course Teaching</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Begin Date</td>
<td>20120601</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment End Date</td>
<td>20120630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orgn Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prog Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Summer II Course Teaching (S002) and Distance Ed Summer II (M012) (*account code 913100*)
   a. *Automatically populates with July Current or Future dates*

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Summer II Course Teaching</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Begin Date</td>
<td>20110701</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment End Date</td>
<td>20110731</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orgn Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prog Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ii. **Teaching Advising Award (M009) and Teaching Excellence Stipend (M010)** are **not** considered supplemental assignments. **Do not process a Supplemental Compensation Request form for these two purposes.** Enter these transactions directly into HR Online 135 for payment.

d. **Assignment Begin Date:** Click the calendar icon and select the assignment begin date
   
i. **Error Message** “Assignment begin date must be greater than contract begin date”. Assignments must begin on or after the current employment contract dates of the employee
   
   ii. **Error Message** “Assignment begin date must be less than contract begin date + 2 years”. Assignments can be entered during a two year period of the active employment contract dates of the employee

   iii. Example: If a 12 month employee (12J) employment contract dates are July 1, 2010 through June 30, 2011, the Assignment Begin Date must be June 30, 2012 or earlier.

e. **Assignment End Date:** Click the calendar icon and select the assignment end date (may be the same date as the begin date for assignments hours in length)
   
i. **Error Message** “Contract dates may not overlap fiscal years”. If an assignment is scheduled over two fiscal years, you will need to enter two different requests for the two periods.

   ii. **Error Message** “Assignment end date must be less than contract begin date + 2 years”. Assignments can be entered during a two year period of the active employment contract dates of the employee
f. Budget Information (enter where the assignment will be paid from):
   i. Fund, Orgn Code, and Prog Code
      1. Automatically populates upon entry of fund number
      2. Error Message “Fund not found”. Ensure you enter an active fund
   ii. Account Code
      1. Select from the drop down menu (reference page 18, h.
         Purpose (from HR Online 135) & Appropriate Account Code:
         a. 911100, EPA Regular Salaries
         b. 913100, EPA Academic Salaries
         c. 915110, C&G Salaries
      2. Error Message “Account code is required” if none selected
         upon clicking the Submit button.
      3. Does not default to a particular code, must select one of the
         three account codes to continue
   iii. Full Amount. Enter whole numbers (dollars). No commas, dollar
        signs, or decimal points will be accepted
**PRE-PLANNING:** It is important to ensure funding is available in the position selected to fund this supplemental assignment, i.e., the position you select in the HR Online 135 system. Each position in HR Online is tied to a funding source (FOAP). Ensure the FOAP entered in the Supplemental Assignment Form is the same FOAP associated with the position you will use to fund this assignment and that the position has adequate funding, prior to entering into the HR Online 135 system for payment.

---

**Explanation of Services Provided**

Justify:

1. Work to be performed
2. Relationship of the activities for which the employee is receiving supplemental pay to the employee’s regular duties
3. Basis for determining the payment
4. One Time or Periodic

Teaching UNI 101 for 2 credit hours. Teaching UNI is not part of employee’s regular duties. Stipend amount of $2,000 for 2 credit hours is established at $1,000 per credit hour. This is one-time.

---

g. **Justification.** In the text box, clearly provide:

   i. Work to be performed
   ii. Relationship of this assignment to the employee’s normal job duties. If the employee is leave earning, indicate in the text box whether the assignment will be conducted during or outside of the employee’s normal working hours
   iii. Basis for determining the assignment amount
   iv. Type of assignment: one time or periodic
   v. *If you are entering in an assignment after the work begin date, explain in the justification text box the circumstances of why this occurred.*
h. Flex Schedule:
   i. If the employee’s Months Worked Code is 9A, they are *non-leave earning and a flex schedule is not required*. Do not toggle the flex schedule box. Move forward to the *Related Persons Management Plan*.

   ii. If the employee’s Months Worked Code is 9LE, 9LS, 10A, 11A, 11J, or 12J, they are leaving earning employees.

      1. If the assignment will be conducted during their normal work hours, then a flex schedule is required.

      2. If the assignment will be conducted outside of their normal work hours (as indicated in the Justification text box), then a flex schedule is not required.

   iii. Explanation and Example:

      1. A normal workday consists of eight hours; however, the begin and end times may vary. If a leave earning employee teaches a course during the eight hours of their “normal” work day, it is required that the time be made up.
2. For example, if the employee teaches a course where the course is scheduled from 4:00 pm to 6:00 pm (assuming the employee’s normal work day is 8:00 am to 5:00 pm) Monday and Wednesdays for the fall semester, a flex schedule is arranged to accommodate the two (2) hours the employee must make up each week for the fall period. Remember to include the time it takes for the employee to get from work to the class/assignment (in this case, 30 minutes for travel time and setup). Outline the revised work schedule to accommodate the two hours or more the employee is not conducting their primary duties:

<table>
<thead>
<tr>
<th>Regular Work Schedule</th>
<th>Flex Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day</strong></td>
<td><strong>Day</strong></td>
</tr>
<tr>
<td><strong>Monday</strong> 8 a - 5 p</td>
<td><strong>Monday</strong> 8 a - 3:30 p (-1.50 hr)</td>
</tr>
<tr>
<td><strong>Tuesday</strong> 8 a - 5 p</td>
<td><strong>Tuesday</strong> 7 a - 5:30 p (+1.50 hr)</td>
</tr>
<tr>
<td><strong>Wednesday</strong> 8 a - 5 p</td>
<td><strong>Wednesday</strong> 8 a - 3:30 p (-1.50 hr)</td>
</tr>
<tr>
<td><strong>Thursday</strong> 8 a - 5 p</td>
<td><strong>Thursday</strong> 7 a - 5:30 p (+1.50 hr)</td>
</tr>
<tr>
<td><strong>Friday</strong> 8 a - 5 p</td>
<td><strong>Friday</strong> 8 a - 5 p</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

Added regular work schedule table to outline current work schedule as compared to flexed work schedule
i. **Related Persons Management Plan.** Toggle “Yes” if applicable:

   ![Related Persons Management Plan](image)

   Insert management plan here.

i. The department or office responsible (hiring department) must document any known relationship (as defined in UNCW 08.190 Employment of Related Persons policy) between the UNCW employee and the department or office.

ii. The hiring department or office must certify that neither individual will have responsibility for the direct supervisory charge of the other related person and will not be in a position to influence or control the terms and conditions of the other related person’s assignment(s) and/or rate(s) of compensation.

iii. In cases where such a situation may occur, a written management plan must be developed, reviewed, and approved as noted in the Employment of Related Persons policy.

iv. If applicable, toggle “Yes” and post the Related Persons Management Plan in the text box.

v. If not applicable, ensure “No” is selected and move to the next item, EEO – Competitive Event.

j. **EEO – Competitive Event:**

   ![Equal Employment Opportunity - Competitive event](image)

   Equal Employment Opportunity - Competitive event:

   - No, Assignment is Rotated
   - Yes, Competitive Selection

i. Select either (default is “No”)

   1. No, Assignment is Rotated
   2. Yes, Competitive Selection
ii. To ensure commitment to the University’s EEO policy, the decisions on the granting of supplemental assignments should be made only after a competitive selection process wherever practical. Such a competitive selection could be made within respective units on campus such as an academic department. Contact Human Resources for guidance or with questions.

k. Click the **Submit** button to view and print your completed form

l. Click the **Cancel** button to discard the assignment request
7. Viewing and Printing your Request Form: Upon clicking the Submit button you will be provided with a Reference Number and printable format:

**View 1 of 2 (top portion of form)**

![Image of Request Form]

| Contract No | Work Begin Date | Work End Date | Fund | Org | Act | Prep | Purpose | Current In Amt | Current Out Amt | Future In Amt | Future Out Amt | Full Amount | Pay Status |
|-------------|-----------------|---------------|------|-----|-----|------|---------|---------------|----------------|--------------|--------------|-------------|------------|------------|
| 15S7050     | 06-01-2010      | 06-15-2011    | 121700 | 32469 | 911100 | 101 INSTRUCTIONAL PROGRAM LEADER | $2,700.00 | $0.00 | $0.00 | $0.00 | $3,500.00 | AP         |
| 13R70558    | 08-01-2010      | 08-15-2011    | 121700 | 32469 | 911100 | 101 INSTRUCTIONAL PROGRAM LEADER | $790.80 | $0.00 | $0.00 | $0.00 | $3,500.00 | PD         |
| SPZ115      | 06-10-2011      | 06-30-2011    | 121700 | 30469 | 911100 | 101 INSTRUCTIONAL DEVELOPMENT | $0.00 | $2,000.10 | $0.00 | $0.00 | $2,000.00 | O          |
| 9P2114      | 08-16-2011      | 12-31-2011    | 121700 | 30469 | 911100 | 102 COURSE TEACHING OVERLOAD | $0.00 | $0.00 | $5,400.00 | $0.00 | $5,400.00 | O          |
| 9P2112      | 07-01-2012      | 07-31-2012    | 121700 | 32469 | 911100 | 101 SUMMER COURSE TEACHING | $0.00 | $0.00 | $0.00 | $0.00 | $5,400.00 | O          |

*FO > Paid; Pay History; PE > Pending; AP > Approved but Unpaid; O > Outstanding

Current In Amount Remaining: $2,916.10 (32.4%)
Current Out Amount Remaining: $1,550.23 (20.77%)

**Supplemental Assignment Reference Number is posted to the top of the form. In this case “Reference Number 115”. The new entry is now posted to the Contract No column as “SPZ 115”**

b. Prepared by (your name and date)

c. The new request is highlighted in yellow

d. Pay Status is “O” for Outstanding

e. All calculations are updated along with remaining balances

f. Justification is posted as entered

g. If applicable, Flex Time Schedule and Related Persons Management Plan are also included

h. EEO Competitive Event question is answered

i. Approval/Compliance Review (*manual signatures*)

   i. Employee Signature

   ii. Approvals

   1. Hiring Department. Department/Unit requesting services
2. Employee’s Home Department. This is typically the Department Chair or Unit Director
3. Dean/Director (SAAO I) of the Home Department
4. If the request places the employee over the 20% in-contract maximum amount, then an additional approval is required. The Vice Chancellor of the division must approve

iii. Compliance Review
   1. Academic Affairs Resource Management – EPA Employees assigned to Academic Affairs
   2. Human Resources
      a. EPA Employees assigned to all other divisions
      b. SPA employees assigned to all divisions
   3. ORSSP – Assignments on Contracts and Grants

j. After you click “Print Form”, click either “Submit a New Request” or “Return Home”

View 2 of 2 (bottom portion of form)

<table>
<thead>
<tr>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee agrees to perform the identified services at the amount specified and understands the maximum amounts of Supplemental Pay allowed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit Requesting Services (Hiring Department)</td>
</tr>
<tr>
<td>Unit Signature</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Department/Unit Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Indicates that total effort expended is not in conflict with employee’s primary duties)</td>
</tr>
<tr>
<td>Department Chair/Unit Signature</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean/Director/Home Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

*If over 20% in contract period, Vice Chancellor Approval:

| Signature | Date |
| Print Name | |

<table>
<thead>
<tr>
<th>Compliance Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Resource Management</td>
</tr>
<tr>
<td>AARM Signature</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA and SPA supplemental assignments other than Academic Affairs</td>
</tr>
<tr>
<td>HR Signature</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORSSP: Supplemental assignments on contracts and grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Officer Signature</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
</tbody>
</table>

[Print Form]

Submit a New Request
Return Home
**View Existing Requests**

1. From the main menu, click **View Existing Requests**

2. Select a Contract to View:
   a. View by Last Name
   b. View by Reference Number

3. Below is information provided in our testing environment:
When selecting the Request, either by name or number, you will see the following (ID and Name have been removed):

**Special Note**: An additional Pay Status Code will be visible, only in “View Existing Requests”. C = Complete where the Outstanding supplemental assignment has been entered in HR Online 135. The C will be replaced by the Pay Status Code of PE = Pending, once a new supplemental request is entered in the application.

You may select either View Another Request or Return Home or to end your session, Close (upper right hand corner)
Void Request

This selection will not be available to users except assigned Administrators in Human Resources (HR) and Academic Affairs Resource Management (AARM). If you need a request voided, contact (via email or other communication):

1. Academic Affairs: (for EPA Employees assigned to Academic Affairs division)
   a. Business Services Coordinator / EPA Personnel (2-3848)
   b. Assistant Director, Resource Management (2-4283)

2. Human Resources: (for EPA Employees assigned to all other divisions and SPA Employees assigned to all divisions)
   a. EPA Salary Admin Coordinator (2-7110)
   b. EPA Employment Coordinator (2-3339)
   c. Salary & Benefits Manager (2-2033)
   d. Employment Services Manager (2-3162)
   e. Director of HR Administration (2-3712)

Academic Affairs Resource Management and Human Resources can enter void comments. The Void Report in SSRS has also been updated to include these comments:

![Reference Number 115](image-url)

**Preparer Name**: Adalia Jessie Soyez
**Preparer Work Code**: 22054
**Preparation Date**: 02/09/2010
**Hiring Dept Org Code**: 30000
**Hiring Dept Title**: Academic Affairs

**Svc Text**: Develop new basic studies course for English Department. Not part of duties (out of contract). Negotiated rate for curriculum development/effort, One-Time

**Flex Work Schedule**: No
**Mgmt Plan**: No
**Mgmt Plan Test**: None
**EEO**: No
**Date Entered**: 12/7/2010 2:04:05 PM

**Void Reason**: Faculty is working 100% on grant during out-of-contract period. Request #115 to be voided to accommodate course load decrease. /jw

*Warning: Void cannot be undone.*
Supplemental Compensation Application Form Complete, Now What?

Here is a checklist to guide you through this process:

1. Obtain the employee’s signature (*manual* signature)

2. Route the form for approval: *manual* signatures
   a. Hiring Department. Department/Unit requesting services
   b. Employee’s Home Department. This is typically the Department Chair or Unit Director
   c. Dean/Director of the Home Department
   d. If the request places the employee over the **20% in-contract** maximum amount, then an additional approval is required. The Vice Chancellor of the division must approve

3. Compliance Review, send to:
   a. Academic Affairs Resource Management – EPA Employees assigned to Academic Affairs
   b. Human Resources
      i. EPA Employees assigned to all other divisions
      ii. SPA Employees assigned to all divisions
   c. THEN, if assignment is on a Contract or Grant, AARM or HR send to:
      i. ORSSP – Assignments on Contracts and Grants

4. After all signatures have been obtained and compliance review is complete:
   a. Enter the Supplemental Compensation Request in HR Online 135 exactly as you have entered the transaction in the Supplemental Compensation Application

   b. Enter the Supplemental Assignment Request Reference Number in the comments box of the HR Online 135 action
c. The Supplemental Compensation Application will then match the parameters
of the Request Reference, currently with a paid status of “O” for
Outstanding, to the duplicate HR Online 1.35 transaction.

d. If the HR Online Transaction matches, then the Application Request paid
status will change from “O” (Outstanding) to “PE” (Pending) and the Request
Reference Number will change to a “135XXXXX” HR Online 135 transaction
number.

e. Once the transaction is approved in HR Online 135, again, the paid status
will change to “AP” (Approved but Unpaid). Once the transaction is paid, the
paid status will change to “PD” (Paid).

f. What must match the HR Online 135 action:
   i. Employee ID
   ii. Purpose
   iii. Assignment (Work) Begin Date
   iv. Assignment (Work) End Date
   v. FOAP:
      1. Fund Number
      2. Orgn Number
      3. Account Code
      4. Program Code
   vi. Full Amount

g. If any of the above parameters do not match the application request
transaction for the HR Online 135 transaction, contact either Human
Resources or Academic Affairs Resource Management (as noted above in
Void section), to void the request in the Application. This action is necessary
to ensure the accuracy of the respective employee’s remaining maximum
allowable values.
5. Monitoring and Tracking Requests:

   a. Human Resources and Academic Affairs Resource Management will monitor outstanding requests via SSRS reporting.

   b. It is the responsibility of each Application users to also track and monitor each Supplemental Compensation Request through the payment process.

   c. Run selected SSRS Supplemental Compensation reconciliation reports as per your departmental requirements
Supplemental Compensation Application SSRS Reports

Access

To access the supplemental compensation reconciliation reports, you must:

1. Be a permanent employee
2. Complete Supplemental Compensation and HR Online training
3. Have access to HR Online 1.35
4. Have access to the Supplemental Compensation Application

Complete a Human Resources Oracle Report User Account Request Form. This form may be requested from Application Administrators.

Log on using your email domain user name and password (database security information). You can either create a new password for SSRS Reporting or synch your password with Banner Production.

Navigation

UNCW Home Page > Faculty & Staff > SSRS Web > HR Campus > Supplemental Compensation

Reports

Reports are refreshed once daily, at approximately midnight. Therefore, if you enter a new request today, you will be able to query the request via SSRS Supp Pay report the next day.
There are nine reports that will allow you to track and report on supplemental compensation requests:

1. Supp Comp by Date Range
2. Supp Comp by Employee ID
3. Supp Comp by Fund
4. Supp Comp by Leave Earning Status
5. Supp Comp by ORG
6. Supp Comp by Request ID
7. Supp Comp Outstanding Pay Requests
8. Supp Comp Raw Data – Application Administrator Access only and located in Home > Academic Affairs
9. Supp Comp Related Persons
10. Supp Comp Voided Pay Requests (with comments)