# ELECTRONIC EXTRA COMPENSATION REQUEST FORM
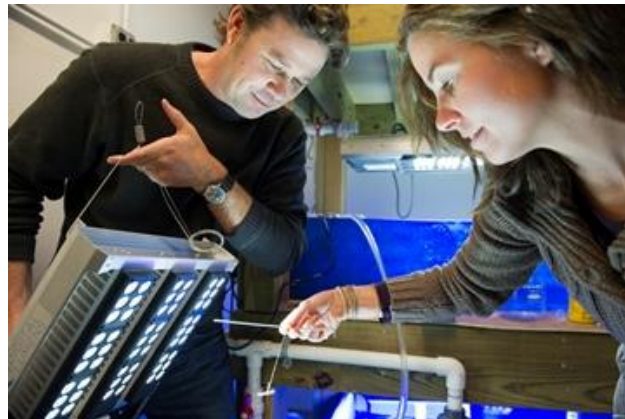
## EXTRA COMPENSATION REQUEST FORM: GUIDED WALKTHROUGH

1. Initiating an Extra Compensation Form

   - Slides 3-11

2. Approving an Extra Compensation Form

   - Slides 12-15

3. Checking the status of an Extra Compensation Form

   - Slides 16-18

- If you have any questions, please reach out to your HR Operations contact directly or call the HRM Customer Service Center at 617-373-2230

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Access the Extra Compensation Request Form on myNortheastern.

1.  Log into your myNortheastern account
2.  Click on the Services & Links tab
3.  Under HRM Benefits and Services, click on Extra Compensation Request Form

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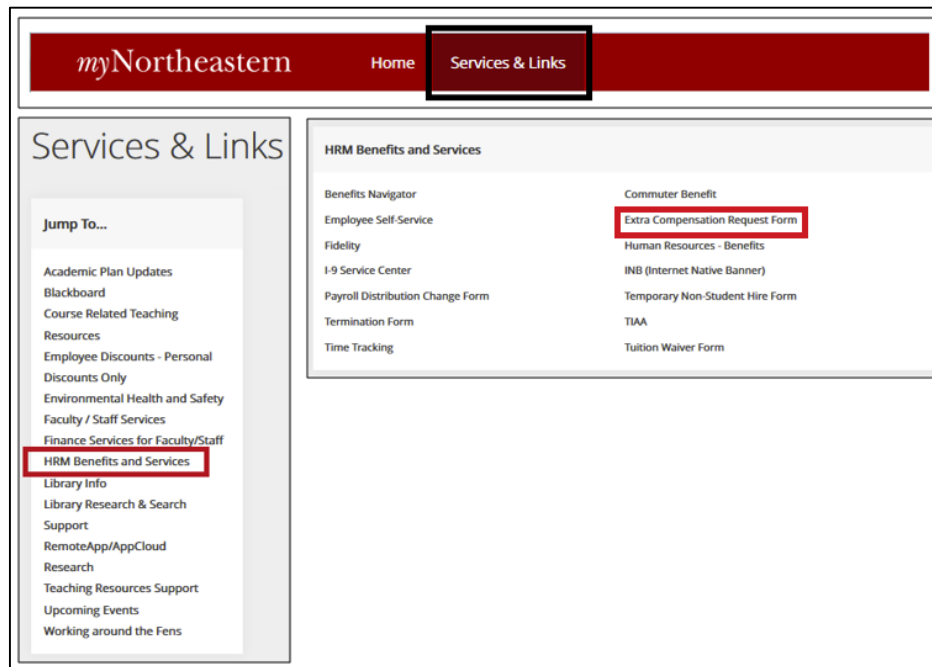
Section 1: Employee Information

1. Enter the NUID for the employee receiving the extra compensation
   - First and Last Name will populate
2. Select the position number that is associated with the extra compensation
   - This is typically the employee's primary position number
3. Employee class is populated based on the position number chosen
   - Use this information to validate the position number selected

**Section 1: Employee Information**

| NUID | First Name | Last Name | Position Number | Employee Class |
|------|-----------|-----------|-----------------|----------------|
|      |           |           | Select One ⌄   | Select One ⌄  |

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Section 2: Pay Information

1. Enter the description of work rationale

2. Enter the work start and work end dates

   - These do not drive the date the extra comp is paid, but correspond to the dates in which the work was completed

3. Select the appropriate earnings code from the drop down menu



**Section 2: Pay Information**
Description of Work Rationale

Work Start Date    Work End Date    Earnings Code
                                    Select One

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Section 3: Payment Details

1.  Enter the total payment amount and the number of payments
    -   Earnings per pay period will populate based on the information entered in these two fields

2.  Enter the pay start date
    -   If there are multiple payments, use the first date you want the employee to be paid on
    -   If the date has already passed, Operations will calculate the retro payment

3.  Enter any special pay instructions, if applicable

4.  Click the "Attachments" button to add any necessary attachments
    -   Attachments will be visible and emailed to all listed approvers

**Section 3: Payment Details**

| Total Payment Amount | Number of Payments | Earnings per Pay Period | Pay Start Date* | *If multiple payments, this is the first date of the payment. If that date has already passed, retroactive payment will be calculated by HR Operations. |

Special Payment Instructions

**Attachments:** [ Attachments ]

Section 4: Charging Source Information

1. Enter the index the extra comp should be charged to

2. The account number will populate based on the earnings code chosen in Section 2

3. Enter the percent
   - The percent must total to 100 in order to submit the form

4. Select the extra comp. position number from the drop down menu
   - The options are populated based on the index entered and should be different than the employee's primary position number
   - If the position number you wish to use is not listed, select "Other" and type in the position number

**Section 4: Charging Source Information**

| Index | Account | Percent | Position Number |
|-------|---------|---------|-----------------|
|       |         |         | Select One ▾    |
|       |         |         |                 |

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## Section 5: Approvals Required

1. Search for approvers by last name and select them from the drop down menu
   - See next slide for list of HRM required approvers
   - Refer to your college/division guidelines for other required approvals

2. The form will be automatically routed to ORAF, Budget, or Compensation based on the employee class, earnings code, and index number provided
   - **DO NOT manually add employees in these departments as approvers as this will result in a longer processing time**

**Section 5: Approvals Required*** Search for an Approver by Last Name and select them from the list.

| Search by Last Name | First Approver |
| --- | --- |
| | Select One ▼ |

| Search by Last Name | Second Approver |
| --- | --- |
| | Select One ▼ |

| Search by Last Name | **Key Contact Approver** |
| --- | --- |
| | Select One ▼ |

If checked, this form will also be sent to and require approval from:

☐ ORAF

☐ Budget

☐ Compensation

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List of Approvals Required by HRM

1. If the employee is full-time faculty (FA/FB)
   - Key Contact approver
   - Dean of the college, no delegates
   - SVP signature if the total payment amount is over $20k

2. If the employee is part-time faculty (FP)
   - Key Contact approver
   - Dean of the college, delegates may be Associate Dean of Administration and Finance
   - SVP signature if the total payment amount is over $20k

3. If the employee is staff
   - Key Contact approver
   - SVP signature if the total payment amount is over $5k

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Section 6: Signatures

1. Enter any comments if necessary
   - Comments will be visible to all approvers listed
2. Click the "Initiator Signature" button to provide your electronic signature
3. Click OK to sign the form
   - **This action DOES NOT submit the form**

Submit the Form

1. Scroll to the bottom of the page, ensure that submit is showing in the drop down menu

2. Click "Go" to submit the form, this will route the form to the first of the designated approvers

3. You will receive an email with a PDF copy of the form for your records

4. If you have made an error and have already submitted the form, please contact the approvers that the form will be routing to.  Approvers can either make adjustments to the form or reject it .

**SUBMIT HERE:**

Submit ▼   Go

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Access the Extra Compensation Form as an Approver

- You will receive an automated email notification when your approval is needed

- Clicking on the link in the email will bring you directly to the form that is pending your approval

- To view all electronic forms pending your approval, go to your Inbox, https://neuforms3.neu.edu/user/inbox
  - You can bookmark this link as it will never change

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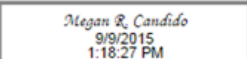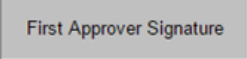
Review/Approve the Extra Compensation form

1. Log in using your myNortheastern credentials

2. Review the form details to ensure that everything is correct

   - You can make revisions to the form if necessary before submitting

3. If the information is correct, scroll down to Section 6: Signatures

   - Enter any comments if necessary (comments will be visible to all approvers listed)

4. Click the "Approver Signature" button to provide your electronic signature

5. Click OK to sign the form

   - **This action DOES NOT submit the form**

6. Scroll to the bottom of the page, ensure that submit is showing in the drop down menu and click "Go"



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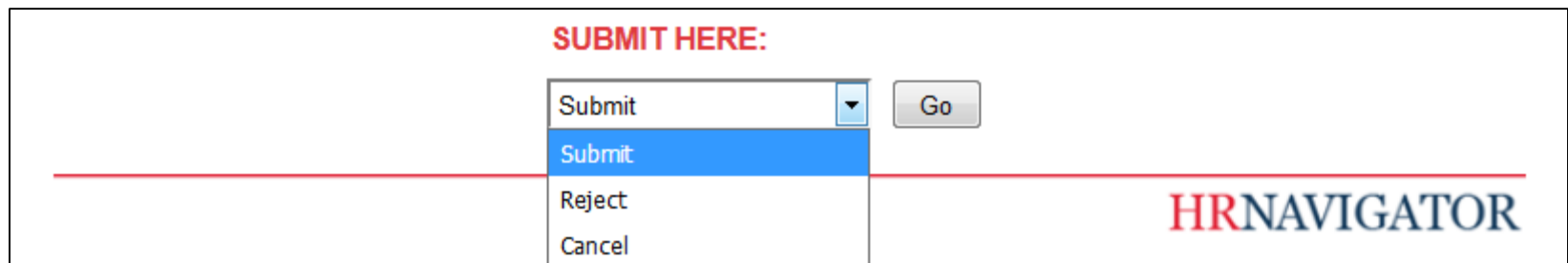
If the form is incorrect:

- Reject the form (gets sent back to the initiator)
    1. Scroll to the bottom of the form and select reject from the "Submit Here" drop down menu and click "Go"
    2. The initiator can then make changes to the form and resubmit
    3. All approvers will need to sign the form again

- Cancel the form (deletes the form from the server)
    1. Scroll to the bottom of the form and select cancel from the "Submit Here" drop down menu and click "Go"
    2. The form will be deleted from the server
    3. The initiator will need to submit a brand new form if the previous was cancelled



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- The form will be processed by HR Operations within 5 business days after the **last** approver has signed the form

- The initiator and Key Contact will receive a notification email with a PDF copy of the processed form

- If you have made an error submitting a form that should have been rejected or cancelled, please reach out to your HR Operations contact directly

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Access the Extra Compensation Status Form

- The status form link is located at the top of the extra compensation form (new and in progress)
  - o Direct link: https://neuforms3.neu.edu/lfserver/Extra_Compensation_Request_Status_Form
  - o **You can only check the status of a form that you have initiated or are listed as an approver for**



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**Extra Compensation Request Form**

**INSTRUCTIONS:**
1. Form submissions and approvals need to occur PRIOR to any discussion with the employee.
2. Complete this form online and submit to route the form to the designated approvers. If you are an initiator or approver of a submitted form, you can check status here to see the form's progress on getting approved.
3. When the last signature is obtained, the completed form will be submitted to HRM for processing.
4. For any questions filling out the form, contact the HRM Customer Service Center at 617.373.2230.

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Check the Status of an Extra Compensation Form

1. Log in using your myNortheastern credentials

2. Track the form searching by either Status (details on next slide), Initiator NUID, Initiator Last Name, Division, Employee NUID, or Employee Last Name

3. Select the form and click "View Detail"

4. To see where the form is pending, review the signatures section to identify whose approval is still needed based on the approvers list above

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Form Status Definition

1. <u>Needs Approval</u>: Waiting on approval(s) from someone listed in the "Approvals Required" section
   - If the form is with ORAF, Budget, or Compensation, the status will still be Needs Approval
2. <u>Approved</u>: The form has been signed by all approvers listed. It is waiting to be processed by HR Operations
3. <u>Processed</u>: The form has been processed; no further action is required
4. <u>Rejected</u>: The form has been rejected
   - The status of the form will not change to "Needs Approval" once it's been rejected. Only when it has been processed will the status update
5. <u>Cancelled</u>: The form was not processed and has been deleted

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