

Initiator Instructions

Follow these steps to *initiate* an online Extra Compensation Form:

1. Login to your **myNEU** account
2. Click on **Services and Links**
3. Click on **Extra Compensation Request Form** under the **HRM Benefits & Service** box
4. Enter the **NUID** for the employee who is receiving the Extra Compensation
5. Hit the tab key and **First Name** and **Last Name** will automatically populate
6. Select the correct **Position Number** for the position that is associated with this Extra Compensation
7. Hit the tab key. **Class** will auto-populate. Use this information to validate that you have the correct position number.
8. Tab to enter the **Description of Work Rationale**
9. Tab to enter the **Work Start Date** and again to enter the **Work End Date**.
10. Tab to select the appropriate **Earnings Code** from the drop-down menu
11. Tab to enter the **Total Payment Amount** and again to enter the **Number of Payments**.
12. **Earnings per Pay Period** will auto-populate based on the information in the *Total Payment Amount* and *Number of Payments* boxes.
13. Tab to enter the **Pay Start Date**
 - a. If multiple payments, this is the first date of the payment. If date has already passed, a retro payment will be calculated by HR Operations
14. Tab to enter any **Special Payment Instructions**
15. Select **Attachments** to add any necessary attachments. These attachments will be visible and be emailed to all approvers.
16. Add in the **Charging Source Information**.
 - a. Add the **Index**
 - b. **Account Number** will auto-populate based on the Employee Class and Earnings Code.
 - c. Add the **Percent** amount (note that the total percent must equal 100%)

17. Select the **Position Number** from the drop-down menu.
 - a. If the position number that you wish to use is not listed in the drop-down box, choose "Other" and the drop-down will become a writeable field.
18. Search for all **Approval Routing Required** by Last Name (**Search by Last Name**) and select his/her name from the **Approver** list
 - a. The **Key Contact Approver** is always required. Refer to your College/Division guidelines for other required approvals.
19. This will be automatically routed to **ORAF, Budget** and/or **Compensation** based on the Employee Class, Earnings Code and Index Number provided.
20. Enter in any Comments as necessary (this will be visible to all approvers)
21. Select the **Initiator Signature** button in the lower left corner to provide your electronic signature and click OK to sign the form
22. Select the **Go*** button at the bottom of the form. **Submit** will be listed in the dropdown next to it, to route the form to the 1st of the designated approvers
23. You will receive an email with a PDF of the submitted form for your records.

***NOTE:** If you have made an error AFTER submitting a form, please contact those you will be routing the form to.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

Frequently Asked Questions

1. What do the Earnings Codes mean?

The Earnings Codes are meant to be self-explanatory. Please see the list below for your reference:

- ADD – Additional Responsibilities
- BON – Bonus
- HON – Honorarium
- OCA – Off Contract Administration
- OCT – Off Contract Teaching
- OCR – Off Contract Research
- OVR – Teaching Overload
- REW – Rewards
- STB – Stipend Benefits Eligible
- STA – Stipend Non-Benefits Eligible

2. Can I still submit a paper Extra Compensation Form?

Yes, HRM will continue to accept paper Extra Compensation Forms, but will be phasing them out.

Approver Instructions

Follow these steps to *approve* an online Extra Compensation Form:

1. Click on **the link** in the automated email you receive requesting your approval
2. Login using your **myNEU** credentials
3. Review all details of the **Extra Compensation Form**, ensuring everything is correct
 - a. Revise any Approvers listed as needed by searching by Last Name (**Search by Last Name**) and select him/her from the **Approver** list
4. Enter any **Comments** based on what is appropriate for the submitted Extra Compensation Form
5. Select the **Approver Signature** button in the lower left corner to provide your electronic signature and click OK to sign the form
6. To approve the form, select the **Go** button at the bottom of the form, with **Submit*** as the default position of the drop-down next to it
7. You will receive an email with a PDF of the submitted form for your records.
8. If you are the last approver, the form will be processed by HRM within 5 business days. The initiator and Key Contact will receive a notification when it is processed.

***NOTE:** To reject the form, select **Reject** in the drop-down. The submitting employee will receive the form and be able to make the appropriate corrections before resubmitting the form.

To delete the form, select **Cancel** in the drop-down, if the form is not valid. The form will be deleted and the employee will have to resubmit their form.

If you have made an error submitting a form that should have been rejected or cancelled, or have any questions please contact the HRM Customer Service Center for help: **617.373.2230**.

Checking Status

If you are listed as the “Key Contact Approver”, you may follow these steps to check the status of an online Extra Compensation Form.

1. Click on the **Extra Compensation Form** [Status link](#).
2. Login to your **myNEU** account
3. Select the Form you’d like to check Status for, based on the **Form ID**, **Initiator NUID**, **Initiator Last Name**, **Initiator First Name**, **Submitted Date**, and **Status**.
4. To check the Status of the form, select **View Detail** and review the appropriate sections of the form:
 - a. Review **Section 3: Approvals Required** to see who is a designated approver.
 - b. Review **Section 4: Signatures** to see who has approved the Extra Compensation Form and identify what signatures are still needed.