

**NORTH CAROLINA  
AGRICULTURAL AND TECHNICAL  
STATE UNIVERSITY**

**INTERNAL SALARY AUTHORIZATION FORM  
PROCEDURES MANUAL**

**OFFICE OF EPA SALARY ADMINISTRATION AND  
PERSONNEL  
DIVISION OF ACADEMIC AFFAIRS  
ROOM 310  
DOWDY ADMINISTRATION BUILDING**

## **FORWARD**

**Because of the critical nature of the employment process, it is imperative that it be carried out expeditiously and efficiently. It is in that regard that this Procedures Manual has been prepared for your individual office use. It is hoped that the procedures contained herein are clear and concise and will be beneficial to all who will use it. However, as you use it, if you still have problems please feel free to contact THE OFFICE OF EPA SALARY ADMINISTRATION AND PERSONNEL at extensions 7967 and 7797.**

**Richard L. Yarbrough  
EPA Salary Administrator**

**No individual should be allowed to report for work prior to written notification of approval of the Salary Authorization Form.**

**Line 1**

**1st Block - Division**

Name of School, College or area within the University

**2nd Block - Department**

Name of Department within the School, College or Division

**3rd Block - Date Prepared**

Date form is prepared - month, day and year

**4th Block - Effective Date**

Date the individual listed on the form is to report to work.

**Line 2**

**1st Block - Description of Action**

Examples:

New Hire

Promotion

Change in Rank

Funding Change

Salary Increase/Added Responsibilities

Reappointments

Reinstatements

Name Change

Continuation

Special Payment

Summer Employment

(Also indicate if the form is a **REVISED FORM** in this block)

2nd Block - **Individual's Current Status**

- EXFT** - Permanent full-time employees who are eligible for all fringe benefits. Employees must be in a state funded position, have a position number, and have an employment period of not less than nine months.
- EXPT** - Employees in permanent positions who work at least 30 hours per week for nine or more months in a calendar year. These employees are covered by paid health insurance and will become members of the retirement system.
- EXTMFT** - Temporary Full-time: not eligible for Fringe Benefits.
- EXTMPT** - Temporary Part-time: not eligible for Fringe Benefits.
- EXTMPT/GR** - Temporary Part-time/Graduate Students: not eligible for Fringe Benefits.
- EXTLP** - Time Limited Appointment: Permanent Full-time for as long as funds are available. Eligible for Fringe Benefits. This classification is used for individuals employed on Non-State Funds and must have accompanying position number.

**Line 3** (EMPLOYEE INFORMATION)

1st Block - **Employee Name**

Name should appear as it is listed on the payroll - Last Name, First Name, Middle Initial.

2nd Block - **Social Security Number**

#### **Line 4**

1st Block - **Title**

Employee working title

2nd Block - **Schematic Code**

Appropriate schematic code for employee's title

3rd Block - **Salary**

Employee Salary is the Annual Salary for the individual based on the contract period shown on line 5, block 2. Never use decimals or cents, always round off to the nearest dollar.

#### **Line 5**

1st Block - **Assignment End Date**

Date assignment or employment is to end

2nd Block - **Contract Period**

Exact number of months employee is to work. For permanent employees, the contract period must be 9, 11, or 12 months. For temporary employees, the contract period should reflect the number of months per semester.

3rd Block - **Hours/Week**

Exact number of hours per week employee will work.

**Graduate Students can work a maximum of 20 hours per week.**

4th Block - **FTE (Full-Time Equivalent)**

Appointment value for the individual in the position.

**\*\*\*NOTE:** To compute the appointment value for part-time individuals, divide the salary that you plan to pay the individual by the amount budgeted in the position from state budgeted funds. The percentage generated is the appointment value for the individual.

5th Block - **Position Number**

The 5-digit position number is required here. Use zero(s) in front of the number to make it 5-digits if necessary. North Carolina A&T is identified at the Office of State Personnel by a numeric code of **6070-0000-00**...followed by the 5-digit position number.

**Line 6** (POSITION INFORMATION)

**\*\*\*NOTE: This section is used only when a permanent position is being filled with a permanent employee at a lesser salary than the salary budgeted in the position, or when the rank is different, or when a permanent position is being filled with part-time individuals.**

1st Block - **Position Classification Title**

This block should reflect the actual title of the position used if different from the working title shown on Line 4, block 1.

2nd Block - **Schematic Code**

Appropriate Schematic Code for the position.

3rd Block - **Position Type**

The appointment type of the position.

4th Block - **Months/Weeks**

List the contract period of the position as budgeted.

5th Block - **Position Value**

The budgeted FTE of the position.

6th Block - **Budgeted Salary**

The budgeted salary of the position.

**Line 7 (SEPARATION INFORMATION)**

**\*\*\*NOTE: This section should be used only when an individual is being separated or terminated.**

**1st Block - Reason for Separation**

Examples:

- Retirement
- Resignation
- Death
- End of Contract Period

**2nd Block - Last Work Day or Date of Death**

The last day employee was actually on the job or the date of death

**3rd Block - Separation Date**

The separation date should be the same as the effective date and the last work date

**Line 8**

Twelve-month EPA teaching and non-teaching employees accumulate sick leave and annual leave. These numbers (shown in hours) will be recorded in the appropriate leave blocks by EPA Salary Administration and Personnel staff.

**Line 9**

**Requested Salary Disbursement Schedule**

The Employment Period should be stated and should agree with the effective date and the assignment end date. This section should also be used to indicate special payroll requests. For example: "Pay entire amount for the period." For Special Payments and Summer Employments, indicate where employee is paid from during the academic year.

**Line 10 (Salary Information)**

1st Block - **Budget Code**

06070 - For all Non-State and Overhead Funds

16070 - For all State Funds

2nd Block – **Program Code**

This 3 digit number is obtained from the Banner Fund Crosswalk which is located on the A&T web site:

[http://businessfinance.ncat.edu/BANNER/fund\\_crosswalk\\_mar2006.xls](http://businessfinance.ncat.edu/BANNER/fund_crosswalk_mar2006.xls)

3rd Block – **Account (Object Code)**

This 4 digit number is the same as the old object code:

1310 - Teaching

1110 – Non-teaching

1112 – Graduate Students

4th Block – **Fund (Banner Fund Number)**

This 6 digit number is obtained from the Banner Fund Crosswalk which is located on the A&T web site:

[http://businessfinance.ncat.edu/BANNER/fund\\_crosswalk\\_mar2006.xls](http://businessfinance.ncat.edu/BANNER/fund_crosswalk_mar2006.xls)

5th Block - **Source of Funds**

G = State Funds

F = Grant Funds

R = Receipt Supported Funds

**6th Block - Salary**

The employee's annual salary should be listed here. This figure should correspond with the salary shown on Line 4, Block 3.

**Line 11 - Budget Information & Salary Reserve Change**

**1st Block - Funds available in reserves, Request amount of:**

Used to request additional funds to pay an individual an amount in excess of what is actually budgeted in a position.

**2nd Block - Funds to be placed in Reserves in amount of:**

When the total budgeted salary in a position is not used, the excess monies may be placed into a reserve pool. The academic reserve pool is controlled by the Provost and Vice Chancellor for Academic Affairs.

**Line 12 - Budget Revisions**

This line is used if it becomes necessary to make adjustments to budget appropriation totals. These transactions are handled through the Budget Office housed in the Division of Business and Finance.

**Line 13 - Approvals**

1st Block - Department Head/Director

2nd Block - Dean

3rd Block - Provost and Vice Chancellor for Academic Affairs, if applicable, or appropriate Vice Chancellor.

**Line 14**

1st Block - Contracts & Grants

2nd Block - Budget Director, if applicable

**Line 15**

1st Block – EPA Salary Administration and Personnel

2nd Block – To be used if another signature is required for approval.

**\*\*NOTE: It is important to indicate date signed for all signatures.**