

Internal Salary Authorization Procedures Manual

EPA (EHRA) Salary and Budget Administration



North Carolina Agricultural and Technical State University



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 as you complete the Internal Salary Authorization Form. Please use this manual as it provides clear and concise instructions that will be beneficial to all who must complete this form. However, as you use the manual, if you still have problems please feel free to contact THE OFFICE OF EPA (EHRA) SALARY AND BUDGET ADMINISTRATION at 334-7967.

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Sharon G. Neal

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Director



Section I: Department and Personnel Action Information

- **Date Form Prepared** – *(month, day and year)*
- **Name of School, College or Division** within the University
- **Department Name** within the School, College, or Division
- **Contact Name & Phone #**
- **Contact E-Mail**



Section I: Department and Personnel Action Information (continued)

- **Type of Action** - *indicate whether form is new or revised*
 - » (Select from drop-down menu)

- **Description of Pending Action**
 - » (Choose item from drop-down menu)

- **Effective Date of Action**
 - » *Date employee is to report to work*

- **Assignment End Date**
 - » *Date assignment or employment is to end*

- **Separation Reason (if applicable)***
 - » (Choose item from drop-down menu)

- **Last Work Date** – *Last date employee is on the job, if applicable*

(*If separation, a letter of separation from the department head must accompany this form.)



Section II: Employee Information

- **Employee Appointment Type (Choose item from drop-down menu):**
 - » **EXFT – Permanent full-time employees** *(State funds; eligible for benefits)*
 - » **EXPT – Permanent part-time employee** *(Employees in permanent positions who work at least 30 hours per week for nine or more months in a calendar year; eligible for fringe benefits)*
 - » **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** *(Non-state funds; permanent full-time for as long as funds are available; eligible for benefits)*



Section II: Employee Information (continued)

- **Employee's Last Name**
- **Employee's First Name**
- **Employee's Middle Initial**
- **Employee's Contract Period**
 - » *Exact number of months employee is to work. For permanent employees, the contract period must be 9, 10 or 12 months. For temporary employees, the contract period should reflect the number of months to be worked per semester.*
- **Employee's Salary**
 - » *The employee's salary based on the contract period. Do not use decimals or cents, always round to the nearest dollar.*



Section II: Employee Information (continued)

- **Employee's Banner ID#**
 - » *This number is provided by the Division of Human Resources.*

- **Employee's Position #**
 - » *Approved position # that corresponds with the individual's job posting.*

- **Employee's FTE (Full-Time Equivalent)**
 - » *The FTE value assigned to the individual in the position, usually 1.0 for full-time. To compute the FTE value for part-time individuals, divide the employee salary that you plan to pay the individual by the budgeted salary for the position.*

- **Employee's Hours worked per week (Graduate Students Only)**
 - » *Exact number of hours per week employee will work. Graduate Students can work a maximum of 20 hours per week during the academic year.*

- **AggieLink Job ID# (Graduate Students Only)**

- **Employee's Working Title**



Section III: Position Budget Information

This section deals with the position budget information and can be found on the Salary Appropriation Workbook that is distributed to each dean or division head at the beginning of each academic year. Use this section only when a permanent position is being filled with a permanent employee at a lesser salary than the budgeted amount, or when the title is different, or when a permanent position is being filled with part-time individual(s). Do not use this section when completing a separation form or when using non-state funding.

- **Position's Classification Title**
 - » *Actual title of the position*

- **Position's Contract Period**
 - » *Contract period of the position as budgeted (9, 10, or 12 months)*

- **Position's Budgeted Salary**
 - » *The budgeted salary of the position*



Section IV: Funding Information

The information in this section can be found in the Salary Appropriation Workbook:

- **Budget Code** for each funding source (Choose from drop-down menu):
 - » 16070=State
 - » 06070=Non-State

- **Fund Code** for each funding source
 - » *(Six-digit department fund code from the Chart of Accounts; for non-state funds, fund code may be obtained from Contracts & Grants)*

- **Account Code** for each funding source (Choose from drop-down menu):
 - » 61110 = Non-teaching
 - » 61112 = Graduate Students
 - » 61114 = Summer Employment for Graduate Students
 - » 61118 = Summer Employment for Faculty
 - » 61310 = Teaching
 - » 61312 = Graduate Teaching Assistant



Section IV: Funding Information (continued)

- **Program Code for each funding source**
 - » *(Three-digit department program code from the Chart of Accounts; for non-state funds, program code may be obtained from Contracts & Grants)*

- **Source of Funds (Choose item from drop-down menu):**
 - » *Grant*
 - » *Receipt*
 - » *State*
 - » *Gifts*

- **Date Funds End** – *(For non-state funds only) Expiration date of grant. Employment end date cannot exceed the date of grant expiration.*

- **Salary**
 - » *The total salary must equal the salary shown in Section II: Employee Salary. To compute the **total** salary (once all salary amounts have been entered into the salary column), right click in the total salary block and click **update field**. The total salary will appear. (Note: If you make a mistake, do not hit the delete key, use the “undo” arrow instead.)*



Section IV: Funding Information (continued)

- **DHR Use Only** – *(For Division of Human Resources use only)*

- **For Summer Employment Only**
 - » (a) *Summer employment compensation will be based on time worked and rate of pay. However, the principal investigator or project director can limit the amount payable from any or all grants by entering maximum amounts in this column. THIS APPLIES TO SUMMER EMPLOYMENT ONLY.*

 - » (b) *The summer employment grant encumbrance is to be entered in this column only by the Office of Contracts and Grants.*



Section V: Comments

- This section is provided for additional information to expedite processing.

Examples:

- *Permanently decrease position #1234 by \$1,000 and move \$500 to position #5678 and \$500 to position #91011.*
- *Employee to receive \$700 from position #345 (temporary employment).*
- *Employee releasing .25 fte from position #792 for the period.*
- *Employee receiving release funds from position #792.*



Section VI: Department/School/College Approvals

- **Principal Investigator's (P.I.) signature and date of approval**
 - » (if applicable)
- **Department Head's signature and date of approval**
- **Dean's signature and date of approval**
- **Chancellor/Vice Chancellor's signature and date of approval**



Section VII: Funding Approvals

- **This section is reserved for funding personnel approvals only:**
 - » **Budget Office**
 - » **Contracts and Grants**
 - » **Auxiliary Services**
 - » **Endowment**



Section VIII: Final Approval

- **This section is reserved for the Office of EHRA Salary and Budget Administration approval only.**



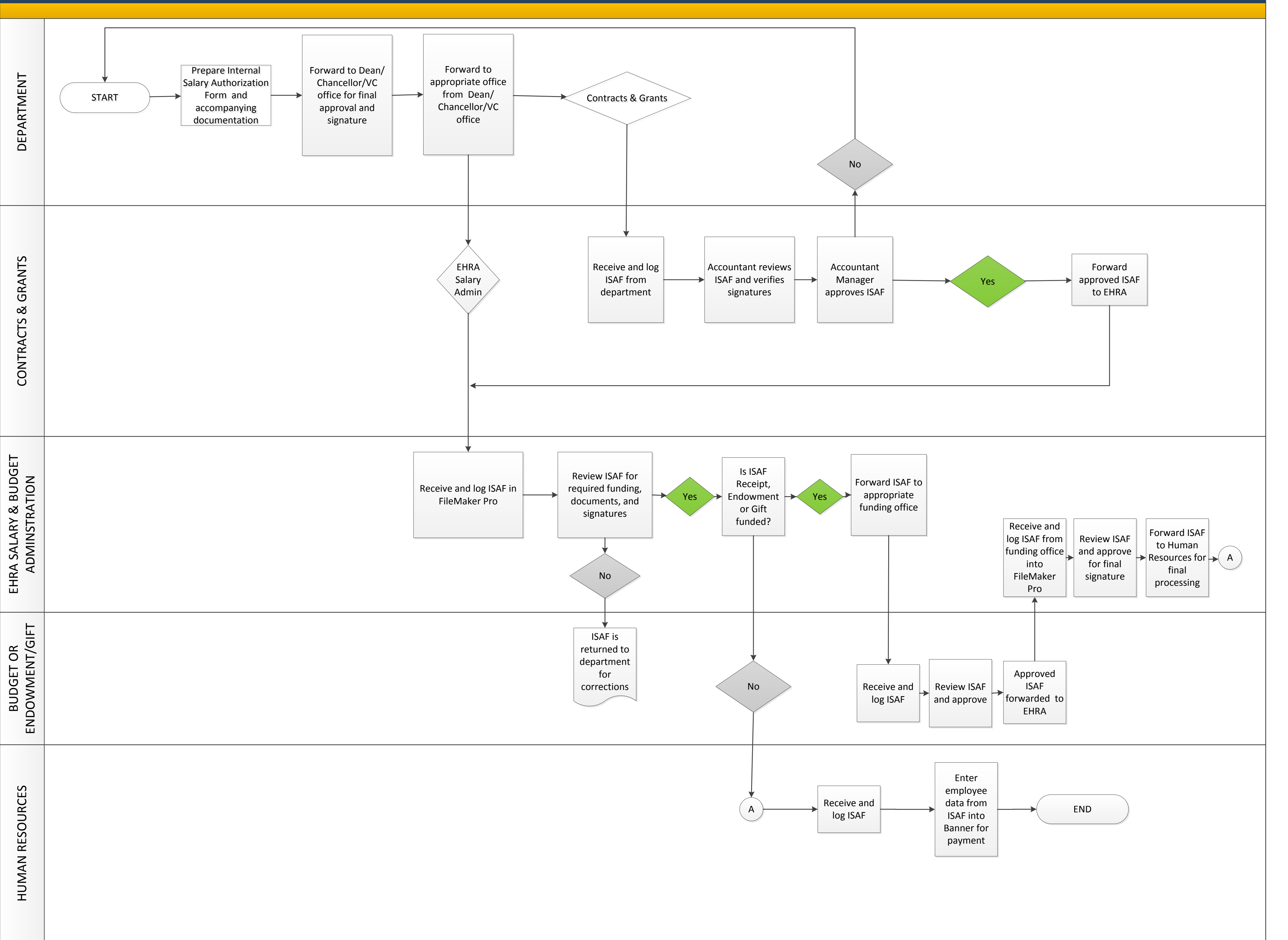
Section IX: Leave Information

- **This section is reserved strictly for leave information provided by the Division of Human Resources.**



Description of Pending Action (FAQs):

- **New Appointment** – used when a permanent non-faculty employee accepts another position on campus. Moves of this type are not always promotions.
- **New Assignment** – used when temporary faculty who are currently assigned to a job for a semester are asked to take on another assignment in a different department.
- **Reinstatement** – used when a permanent employee separates from the university and returns to another permanent position.
- **Reappointment** – used for returning temporary faculty.
- **Retreat to Faculty Status** – used when an administrator who holds a concurrent tenured faculty appointment returns to the classroom after stepping down from his/her administrative role.
- **Special Payment** – an infrequent, sporadic payment beyond the base pay of a permanent faculty or staff for activities that include, but not limited to, conducting seminars, workshops, training, and teaching in areas other than their home department. These temporary assignments are less than one year in duration.
- **Continuation** – used when one fund ends and another fund is used to continue employment without a break in service (usually in the case of grant funds).





Questions

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