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.
Extra Compensation Form

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.