

Departments outside of Academic Affairs hiring and paying currently active EHRA employees who have primary assignments in Academic Affairs, please fill out the appropriate template below (supplemental or temporary) and send directly via email to Rhianna Radabaugh in Academic Affairs Resource Management radabaughr@uncw.edu.

This assignment will be entered in FLAC by AARM on behalf of the hiring department.

Supplemental Pay Template (non-instructionals for permanent EHRA in AA) *Skip this section for Temporary EHRA assignments*

Name of hire:

Banner ID:

1. Purpose Code (see page 2):
2. Pay amount:
3. Hiring Department:
4. Pool Position Number:
5. Dates of Pay (see page 2):
6. Projected months worked:
7. Projected hours worked per month:
8. Justification (see page 2):
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Temporary EHRA Pay Template (non-instructionals for temporary EHRA whose primary assignment is in AA)

Skip this section for Permanent EHRA supplemental assignments

Name of hire:

Banner ID:

1. Purpose Code (see page 2):
2. Pay amount:
3. Hiring Department:
4. Pool Position Number:
5. Dates of Pay (see page 2):
6. Projected months worked:
7. Projected hours worked per month:

Hiring Official Electronic Signature

Available Purpose Codes:

AADV- Academic Advising

ANON- Admin Non-Instructional

IDEV- Instructional Development

IPRO- Instructional Program Leader

PSW- Public Service Workshop

RSCH- Research

Dates of Pay:

The first of the month in which pay should begin, and the last day of the month in which the pay should end. *This is not necessarily the dates of work.*

E.g. 8/1/2019-12/31/2019- this will pay out in 5 increments over the course of 5 months.

E.g. 12/1/2019-12/31/2019- this will pay out in one lump sum in December.

Supp Pay Justification:

1. *Brief summary of work being completed*
2. *Actual dates of work*
3. *How pay was determined*
4. *One time or Periodic*
5. *Additional statements (when applicable)*
 - *Late Explanation (only required if being entered/approved after begin date of work)*
 - *Flex Schedule (only required for 10, 11, and 12 month employees)*
 - *Over Max in Contract Justification (only required if faculty is over their 20% max in contract)*

Basic Non-Instructional Justification Example(s) for Supplemental Pay:

729053-99-1. *Facilitate Conflict Management public service workshop for New Hanover County* 2. *10/16/2017-10/17/2017* 3. *Pay determination based on contract between New Hanover County and UNCW* 4. *One time assignment*

Late Explanation Example: *729053-99-late due to compensation negotiations not completed until after begin date of work, 10/16/2017*

Flex Schedule Example: *729053-99-Normal work schedule: Mon-Fri 8am-5pm. Flex schedule: Mon-Weds 8am-6pm, Thurs-Fri 8am-5pm*

Over Max Example: *729053-99-Over max in contract: This employee is the most qualified faculty member available to complete the course development. Work must be completed at this time for course to be offered during the spring semester 2018.*