

Salary Supplements

Last Updated: 3/15/2014

Rate Code	Description	Should be used...	Length	Approval Required	Counted as Base Salary
ADMSTP	Administrative Supplement	For faculty members assuming a departmental, college-level, or university level administrative role, such as director of graduate studies, department head, or associate vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. <i>Anticipated duration is more than one full year.</i> Do not use for EPA non-faculty, SPA, post-docs, house officers, students, or temps.	No time limit, amount would continue as long as the "at-will" administrative appointment continued	Any supplement that represents an increase of 10% or greater from the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14	Yes
TADMST	Temporary Administrative Supplement	For faculty members assuming a departmental, college-level, or university level administrative role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. <i>Anticipated duration is one year or less.</i> Do not use for EPA non-faculty, SPA, post-docs, house officers, students, or temps.	One year or less	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14	No
AD12MO	Administrative Supplement	For a 9 month faculty members assuming a departmental, college-level, or university level administrative 12 month role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. <i>Anticipated duration is one full year or more.</i> Do not use for EPA non-faculty, SPA, post-docs, house officers, students, or temps.	No time limit, amount would continue as long as the "at-will" administrative appointment continued.	Any supplement that represents an increase of 10% or greater from the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14	Yes
TAD12M	Temporary Administrative Supplement	For a 9 month faculty members assuming a departmental, college-level, or university level administrative 12 month role, such as director of graduate studies, department head, or assistant vice provost. The amount should reflect the difference between the individual's "faculty base" pay level and total pay. Do not use for EPA non-faculty, SPA, post-docs, house officers, students, or temps. <i>Anticipated duration is less than one full year.</i>	Less than one full year.	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14	No

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HONRFE	Honorific Supplement	For faculty members who receive pay adjustments as distinguished or named professors. Do not use for EPA non-faculty, SPA, post-docs, house officers, students, or temps. <i>Anticipated duration is one full year or more.</i>	No time limit; supplement would continue as long as distinguished or named professorship appointment was in effect.	Any supplement that represents an increase of 10% or greater from the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14 .	Yes
INTERM	Interim Appointment Supplement	For filling an (typically EPA) administrative vacancy in an acting or interim capacity while a search is planned and conducted. <i>Anticipated duration is one full year or more.</i> Do not use for post-docs, house officers, students, or temps.	Not to exceed 3 years, except with Provost or Vice Chancellor Approval	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14 .	Yes
TINTERM	Temporary Interim Appointment Supplement	For filling an (typically EPA) administrative vacancy in an acting or interim capacity while a search is planned and conducted. <i>Anticipated duration is less than a year.</i> Do not use for post-docs, house officers, students, or temps.	Less than one full year.	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14 .	No
TMP SUP	Temporary Supplement	For short-term additional responsibilities. <i>Anticipated duration is one full year or more.</i> Do not use for post-docs, house officers, students, or temps.	Not to exceed 24 months, except with Vice Chancellor or Dean approval.	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14 .	No
TTMP SUM	TMP - Temporary Supplement	For short-term additional responsibilities. <i>Anticipated duration is less than a year.</i>	Less than one full year.	Any temporary supplement of longer than 9 months and/or 25%+ above the prior June 30 salary requires UNC-GA pre-approval. Refer to http://www.ncsu.edu/policies/governance_admin/delegation_authority/REG01.20.1.php for Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA) and NC State Hiring and Salary Increase Guidelines, FY 13-14 .	No

For Questions Concerning	Contact
EPA Employees	EPA Administration at http://www.ncsu.edu/human_resources/EPA/
SPA Employees	Deborah Wright, Dir. Class & Comp at 515-4290