

Additional Pay for Non-Exempt Employees

PROCEDURES	RESOURCES
<p>This guide outlines the four key areas of paying non-exempt employees for additional work performed. These areas include:</p> <ol style="list-style-type: none"> Determining the hourly pay rate for additional work. Ensuring the correct entry of additional work hours on the Workforce timecard. Calculating additional pay accurately. Submitting the additional payment request in myHR. 	<p>Determining the Correct Payment Option</p> <p>Payroll for Managers and Administrators</p> <p>HRS107 Additional Pay Guides</p> <p>myHR Login</p> <p>Questions? Please contact the Payroll team at 847-491-7362 or at payroll@northwestern.edu.</p>

PART 1: Determine the hourly pay rate for additional work

- Identify the employee’s hourly pay rate for the additional work.
 - The pay rate for additional work must be *at or above* the regular hourly pay rate for the employee’s primary position.
 - The pay rate for the employee’s primary bi-weekly position must be obtained from the employee or the employee’s supervisor.
 - If the additional work is for a higher job grade***, contact the Compensation Department in the Office of Human Resources to ensure the hourly pay rate for the additional work is appropriate for the job level.
- Communicate the pay rate for the additional work and the projected work hours to the employee *in advance* of the work being performed.
 - If the actual additional work hours will exceed the projected additional work hours, the department and employee must discuss this variance *before* the projected hours are exceeded.

Non-exempt employees cannot be paid below their regular hourly pay rate.

PART 2: Ensure the hours worked for the additional assignment are entered on the employee’s Workforce timesheet

- Instruct the employee to enter all hours worked for the additional assignment on the Workforce timecard, ***once the services have been completed.***
 - The work hours for additional assignments must be entered in Workforce for overtime determination.
 - Departments must provide the employee with the chart string to which additional work hours will be charged.

The Workforce timecard must include the work hours for the additional assignment.

Charging the Additional Work Hours to the Employee’s Regular Chart String	Charging the Additional Work Hours to a Different Chart String
Employee enters the additional work hours in Workforce under the “Hours Worked” pay code.	Employee enters the additional work hours in Workforce using the SOA (Straight Overtime Account) and POA (Premium Overtime Account) pay codes.

- **SOA** = Use if the employee has less than 40 work hours for the week. This code is used until 40 work hours for the week are met. SOA time is paid at the hourly pay rate for the employee’s primary job.
- **POA** = Use if the employee exceeds 40 work hours for the week. POA time is paid at 1.5 times the regular hourly pay rate for the employee’s primary job.

The SOA and POA pay codes are used to charge additional work to specific chart strings.

Pay Code	Transfer
Hours Worked	
SOA - StraightOvertime-Other...	172710000910031829

Pay Code	Transfer
Hours Worked	
POA - Premium Overtime-OtherA	172710000910031829

When SOA and POA are entered on the Workforce timecard, the Transfer column must list the chart string to which the additional work will be charged.

2. Obtain a copy of the employee’s Workforce timecard for the pay period(s) in which the additional work was performed.
 - The timecard may be obtain from the employee or supervisor, and it must be submitted with the employee’s additional pay request.
3. Review the employee’s Workforce timecard to ensure the work hours for the additional assignment are recorded and the chart string to which the additional hours should be charged, if using SOA and POA, have been entered.
 - If the employee did not enter the work hours for the additional work in Workforce and the Payroll Office has closed the pay period in which the additional work was performed, a historical edit must be added to Workforce. Contact Timekeeping Support at 847-467-7606 with historical edit questions.

If the additional work is outside the employee's home department, inform the employee's supervisor about the additional work for timecard review and approval purposes.

If the hourly pay rate for the additional work is the same as the hourly pay rate for the employee's primary, bi-weekly positon, STOP HERE. The Workforce and myHR systems will automatically calculate the additional pay amount in this scenario.

PART 3: Calculate the additional pay request amount, only if the employee’s hourly pay rate for the additional assignment is greater than the employee’s regular hourly pay rate

1. Use the [Non-Exempt Additional Pay Calculator](#) to determine the additional pay request amount.
 - To use the Calculator, the following employee information is required:
 - Hourly Pay Rates (regular position and additional assignment)
 - Total Weekly Work Hours (regular positon and additional assignment)
 - Workforce Timecard

PART 4: Submit the Additional Pay Request

1. Submit the additional pay request online in myHR on the myHR Administration page.
 - The myHR system guide is available at [myHR Documentation](#).
 - *If your department does not have access to the online additional pay request page in myHR, download the paper [Additional Pay Request Form](#) to your personal computer.*