Northwestern | OFFICE OF HUMAN RESOURCES

Additional Pay for Non-Exempt Employees

Procedures	Resources
This guide outlines the four key areas of paying non-exempt employees for additional work performed. These areas include: 1. Determining the hourly pay rate for additional work. 2. Ensuring the correct entry of additional work hours on the Workforce timesheet. 3. Calculating additional pay accurately. 4. Submitting the additional payment request in myHR.	Determining the Correct Payment Option Payroll for Managers and Administrators myHR Login **Questions?** Please contact the Payroll team at 847-491-7362 or at payroll@northwestern.edu.

PART 1: Determine the Hourly Pay Rate for Additional Work

1. 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 to ensure the hourly pay rate for the additional work is appropriate for the job level.

2. Communicate the pay rate for the additional work and the projected work hours to the employee ***before the work is 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.

PART 2: Ensure the Hours Worked for the Additional Assignment are Entered on the Employee's Workforce Timesheet

1. Instruct the employee to enter all hours worked for the additional assignment on the Workforce timesheet, ***once the services have been completed*** for overtime determination.
   - The work hours for additional assignments must be entered in Workforce.
   - Departments must provide the employee with the chartstring to which additional work hours will be charged.
   - ***When using the employee's regular chartstring:*** the employee enters the additional work hours under the "Hours Worked" pay code.
   - ***When using a different chartstring:*** The employee enters the additional work hours 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.

2. Obtain a copy of the employee's Workforce timesheet for the pay period(s) in which the additional work was performed.
   - The timesheet may be obtained from the employee or supervisor, and it must be submitted with the employee's additional pay request.

2. Review the employee's Workforce timesheet to ensure the work hours for the additional assignment are recorded and the chartstring to which the additional hours should be charged, if using SOA and POA, have been entered. ***If the additional work is outside the employee's home department, inform the employee's supervisor about the additional work for timesheet review and approval purposes.***
    - 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.

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 position and additional assignment)
        - Workforce Timesheet

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.
2. If entering a payment for a biweekly employee, enter the Total Hours Worked for the entire service period.
    - All additional hours worked must be entered in Workforce for earnings: supplemental pay and temporary assignments and ***additional hours noted in the 'Hours of Work' field***. A timesheet for the service period is required and must be uploaded to the request.
    - Earnings that are not for hours worked, ex. honorarium, incentive compensation bonus, or ***work performed during the workday should be coordinated by entering '1' as 'hours of work'.*** A timesheet is not required.
3. Documentation of the calculation used to determine the amount should be uploaded or included in the Comment Section.
4. Please note in the Comment Section, "Employee has already been paid for all hours. The employee is covering for a vacant position within the same department", when applicable.

Questions?

Please contact the HR Service Center at askHR@northwestern.edu.