Previously and continuing forward, the faculty member submits the Additional Compensation Form for EPA Employees to departmental personnel indicating the time period(s) to be worked and including the Project ID, dates to be worked, dollar amount or percentage of month to be paid. The Form is reviewed at the department level and approved by the department head. The form is forwarded to the Position Control Coordinator (PCC) in the CALS Business Office. The PCC responsibility was/is to review for budget availability, review for compliance with NCSU's policy, and obtain appropriate Associate Dean/Director approval.

At the current time, the Departments are not following separate practices and procedures.

In the spring of 2007, CALS reviewed and redefined the College-level review for processing faculty summer salary payments on contract & grant Project ID’s. The PCC forwards the form to the CALS C&G Contract Manager responsible for the designated Project ID. The Contract Manager verifies that funding is available in addition to the PCC review. The PCC also reviews for NSF’s 2/9’s summer salary limit, the NIH Salary Cap and compliance with NCSU’s summer salary policy. Once the review practices above are completed, the Additional Compensation Request Form is forwarded to the appropriate Associate Dean/Director for approval. Once approved, the form is returned to the PCC for input into the Human Resources System for payment.

In May 2008, CALS further redefined the College-level summer salary practice to include the development of an internal checklist to accompany the Additional Compensation Request Form. This will include a listing of items such as the NSF 2/9’s limit, fund availability, etc., that need to be reviewed prior to obtaining Associate Dean/Director approval. Individuals in the review process will initial the checklist indicating review and approval.