# Additional Pay for Non-Exempt Employees

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<th>PROCEDURES</th>
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| This guide outlines the four key areas of paying non-exempt employees for additional work performed. These areas include: | Determining the Correct Payment Option  
Payroll for Managers and Administrators  
HRS107 Additional Pay Guides  
myHR Login |

1. Determining the hourly pay rate for additional work.  
2. Ensuring the correct entry of additional work hours on the Kronos timecard.  
3. Calculating additional pay accurately.  
4. Submitting the additional payment request in myHR.

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### 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 in the Office of Human Resources 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 *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.

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

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

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<tr>
<th>Charging the Additional Work Hours to the Employee’s Regular Chart String</th>
<th>Charging the Additional Work Hours to a Different Chart String</th>
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<tr>
<td>Employee enters the additional work hours in Kronos under the &quot;Hours Worked&quot; pay code.</td>
<td>Employee enters the additional work hours in Kronos using the SOA (Straight Overtime Account) and POA (Premium Overtime Account) pay codes.</td>
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2. Obtain a copy of the employee’s Kronos timecard for the pay period(s) in which the additional work was performed.
   - The timecard may be obtained from the employee or supervisor, and it must be submitted with the employee’s additional pay request.

3. Review the employee’s Kronos 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 Kronos and the Payroll Office has closed the pay period in which the additional work was performed, a historical edit must be added to Kronos. 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:
     o Hourly Pay Rates (regular position and additional assignment)
     o Total Weekly Work Hours (regular position and additional assignment)
     o Kronos 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.
   - Submit paper Additional Pay Request Forms to PositionApprovalCommittee@northwestern.edu.