

INTERIM/TEMPORARY INCREASE GUIDELINES

SHRA and EHRA employees are permitted supplemental pay subject to [University guidelines](#). Temporary increases cannot exceed more than 19% of the employees base salary for a max of 12 months. Anything outside of that will require special review and approval. DHR approval must be obtained prior to the acting assignment.

Steps/Time line

1. You will need to log into People Admin <https://jobs.ncat.edu/hr>, Under Position Management, (*orange header*) Select “SHRA” and “Modify Position Description”.
2. The following will need to be indicated in the justification section:
 - Indicate the start and stop date for the interim/temporary assignment.
 - Provide a list of the duties the employee will be taking on, and an estimated percentage of time to be spent on the duty.
 - If the increase request is not due to vacancy state what has necessitated the temporary role, i.e. a medical leave of some sort, a suspension, etc.
3. Once you have entered the data, move the position to the next approver in your workflow.