

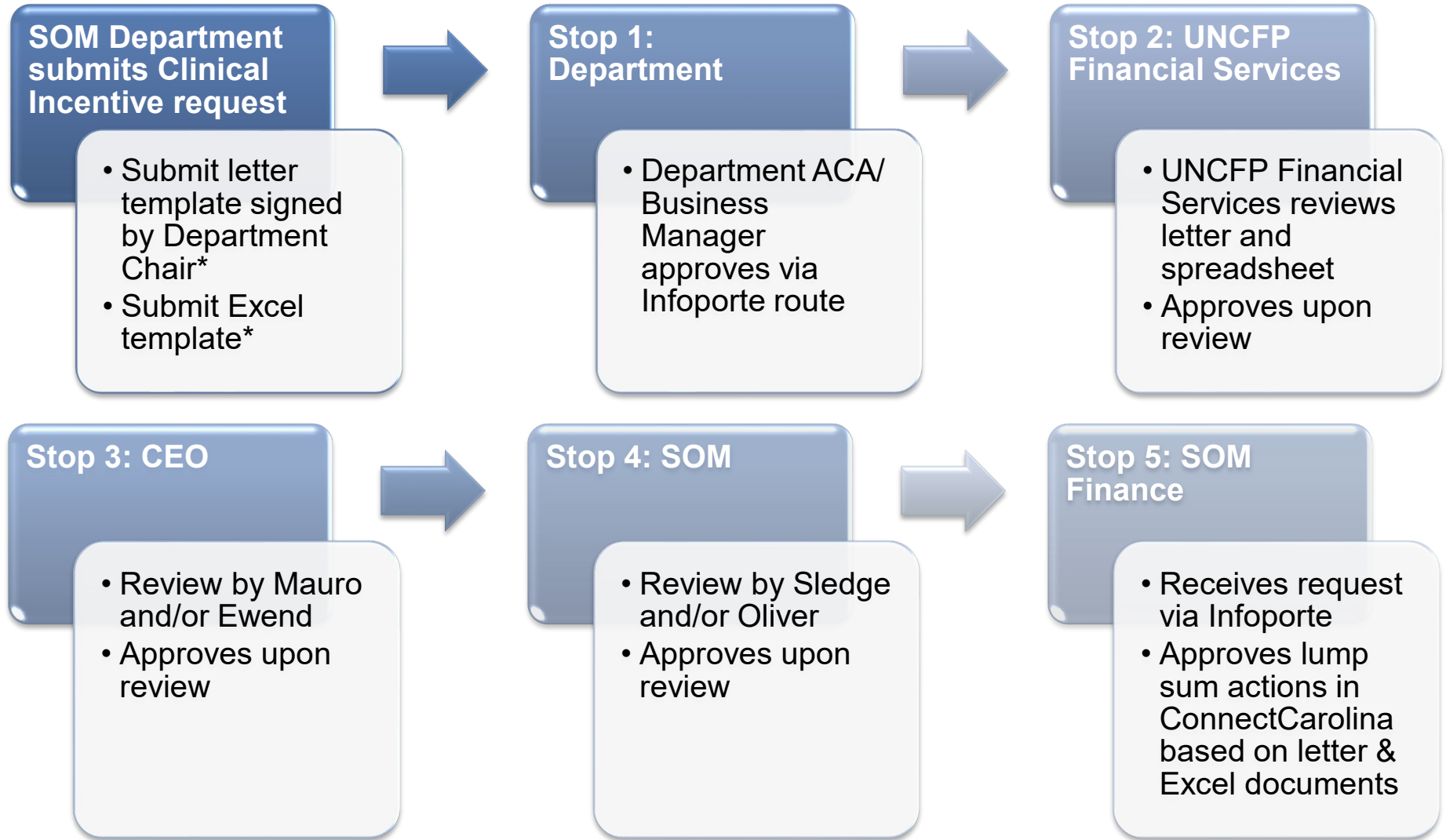
# Clinical Incentive Letter Process



**SCHOOL OF  
MEDICINE**

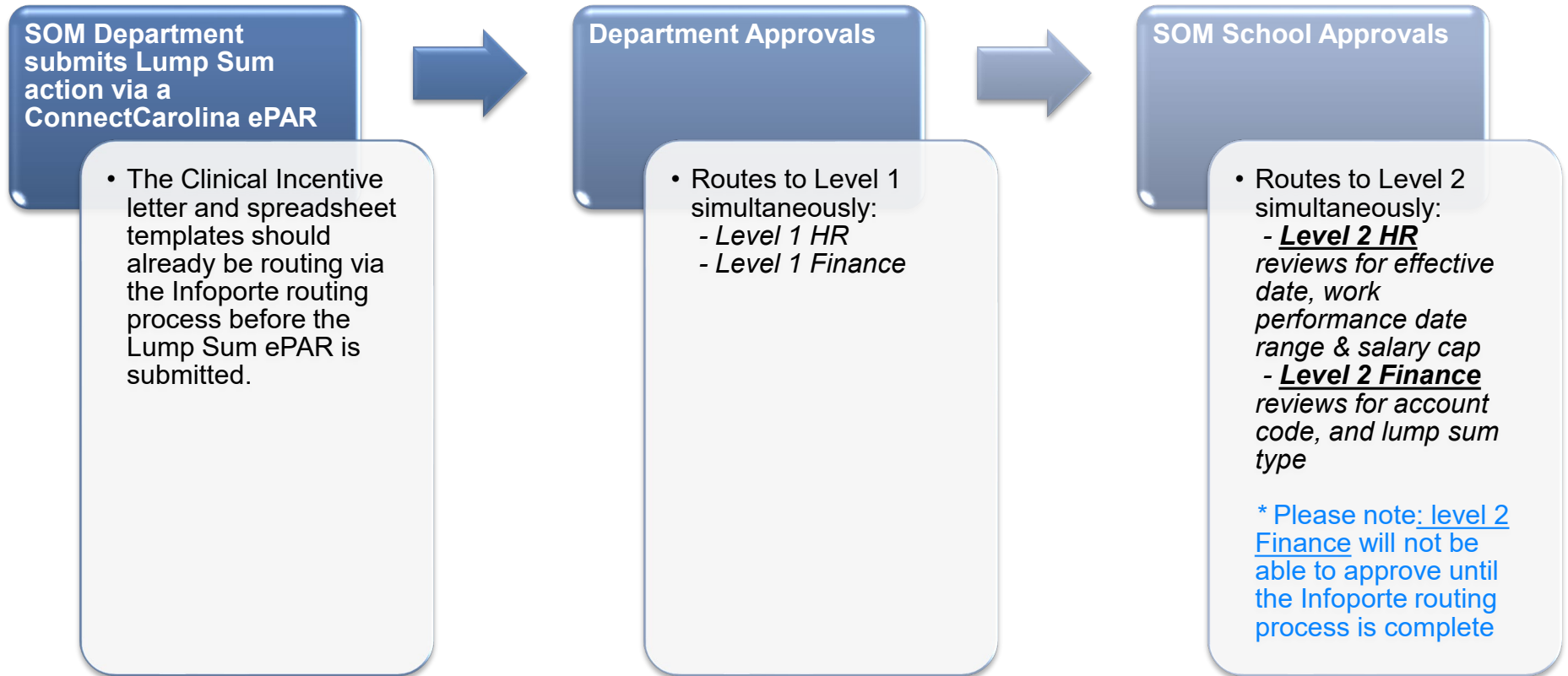
**7/19/18**

# Infoporte Process – Faculty Members



\* SOM Finance and SOM HR created a Clinical Incentive letter template and an Excel template to be used for this process. The ACA should not submit the Infoporte request, as he/she will be the one approving the request.

# ConnectCarolina Process



# Process Specifics

- **The Clinical Incentive letter template and spreadsheet template need to be in Infoporte routing and at Stop 2 (UNCFP Financial Services) by the 5<sup>th</sup> of the month for which the Lump Sum action is being processed. *There is no guarantee the payment will be made for the given month if the letter and spreadsheet are not received by the 5<sup>th</sup> of the month.***
  - For example: if the lump sum is to pay out in September, the letter and spreadsheet will need to be at Infoporte Stop 2 by September 5<sup>th</sup>.
- **It is recommended to submit the ePAR Lump Sum via ConnectCarolina after the Clinical Incentive letter and spreadsheet are submitted via Infoporte routing.**
- **Examples of periods of performance:**

Bi-Annual
<ul style="list-style-type: none"><li>• Work performance: July '18 – December '18</li><li>• Pays out: March '19</li></ul>

Quarterly
<ul style="list-style-type: none"><li>• Work performance: April '19 – June '19</li><li>• Pays out: September '19</li></ul>

# Considerations

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## FINANCE

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**Finance Level 2 approvals will be checking for account code and payment type in the Lump Sum ePAR.**

## HR

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**Departmental HR is responsible to review salary caps before the action is submitted.**

**HR Level 2 approvals will be checking for work performance periods, effective dates, and salary caps in the Lump Sum ePAR.**

**The department is responsible for accuracy and compliance to the departmental compensation plan. Please be sure to maintain appropriate auditable records to support payments.**