Automated Additional Pay System Guide – Extended Learning

The following describes the process to be used to initiate a pre-authorization request for an individual who will teach an Extended Learning class.

**Pre-Authorization Stage:**

**Step 1 – Logging In**

Log into the myNorthridge Portal

Once logged in, locate the Additional Pay pagelet and click on the ExL Pre-Authorization link.
Click on the **Add a New Value** tab, and enter information into the fields using the following guidelines:

**Employee ID**: Enter the employee’s information who will be teaching the class.

**Department**: Enter department **10262**, unless otherwise instructed by Extended Learning. Department 10262 is used for most Extended Learning credit courses.

**Job Code**: Enter job code **2322**, unless otherwise instructed by Extended Learning. Job Code 2322 is used for credit instruction. Other options include:
- 2363: Non-credit instruction
- 4660: Consulting

**Position Number**: There should be one (**only one**) position number available. Select this position number, or contact Extended Learning if fewer or more than one position numbers are displayed.

**Term**: Enter the term for which the class will be taught in.

Once the position number is selected, click the **Add** button to create a new record.
1) Start and End dates:

Enter the class start and end dates or use the default term dates, if the class dates are not known. Note that the dates cannot extend beyond one term. If a class meets within two different terms, two separate pre-authorization records must be completed and the workload must be pro-rated between the two pre-authorization records.
2) Number of Units:
Enter the number of units, as whole units (e.g., 3 units) and/or including tenths of units (e.g., 1.5 units).

3) Description of Work – Optional
The Description of Work field is optional for instruction-related payments.

4) Project ID:
Enter the appropriate Project ID. An ExL Project ID identifies the program with which the class is associated. ExL projects include, for example Winter Term 2016, MPA cohort 113, and CDS cohort 15. Contact Extended Learning if you have a question regarding the appropriate ExL Project ID.

Entering a project ID populates two fields – the Payment Plan field and the Contract Agreement field. Do not make changes to information in these fields.

5) Faculty Rank:
Enter the professorial rank. Use the following guidelines:
1 = Assistant
2 = Instructor
3 = Assistant Professor
4 = Associate Professor
5 = Professor

6) Enrollment:
Leave the Enrollment field blank. It will be populated at census in cases where the payment rate is based on enrollment.

7) Class Information:
Enter the class number, if known. Tab out of the field to populate the Subject, Catalog, and Title fields. If the class number is not known, enter the Subject, Catalog, and Title.
Step 4 – Submitting the Information

Click the Submit button to forward the pre-authorization request:

The Following is the routing sequence for Extended Learning Pre-Authorizations and Payment Authorizations:

Pre-Authorization Stage

1. Initiator (academic department)
2. ExL review and approval
3. Instructor review and approval
4. Faculty Affairs review and approval

Final Authorization Stage

5. ExL review
6. ExL approval
7. Instructor review and approval
8. Faculty Affairs review and approval