Pre-Authorization Stage:

Step 1 – Logging In

Log into the myNorthridge Portal

Once logged in, locate the Additional Pay pagelet and click on the State Pre-Authorization link. A new window will open.
Once in the Pre-Authorization page, there are two options: Find an Existing Value and Add a New Value.

On the Finding an Existing Value tab, you can search for any Pre-Authorizations you have entered previously by entering the employee’s information in the appropriate search fields.

You may also just hit the “search” button without entering any information, and any previously entered Pre-Authorizations should come up.
Step 2b – Adding a New Value

On the **Add a New Value** tab, enter the information of the employee who will require the Pre-Authorization for additional pay.

1. Enter the employee’s CSUN employee ID number

2. Enter the department that the additional pay will be performed in.

3. Enter the job code that will be used for this special pay (i.e. – 4660)

4. Enter the position number that will be used for this additional pay. You may also click on the magnifying glass for a list of position numbers available for the department and job code previously entered.

5. Enter the term that the additional pay will be for, such as Spring 2016. Please note: You cannot enter any past-dated information. All information entered must be for work in the future.
The Pre-Authorization Screen

The Request for Additional Pay Pre-Authorization page provides information on the employee’s current appointment under the Primary Job and Current Status of Candidate section. In this example, the employee is an Active, Part-Time Lecturer AY in the department of Marketing.

In the Pre-Authorization section, the information entered in the previous screen is now populated.

The total FTE will display, prior to entering the new information. In this case, the employee has a total of 0.400 FTE, and available balance of 0.850. The available days for the term chosen also displays. In this case it equates to 72.25 days since the employee is a part-time faculty with a time base less than 1.0.
The next step is to enter the **Start** and **End Date**, the **Comp Rate** and the **Number of Days** that the employee will be working. In this case we entered $100 as the Comp Rate, and 5 **days** for the Number of Days to be worked. As a result, the highlighted sections under the **FTE Counts** section automatically updated to show the amount requested (0.059), as well as the new available FTE (0.791) and available day equivalent (67.24).
Next, the **Description of Work** must be entered.

At this point you may wish to also enter **Funding Information** if available (optional). This step can also be completed by an approver at a different level.

**Notes and Comments** can also be included for further explanation of the appointment as needed.

Once everything is complete and ready to go, just hit **Submit** at the bottom of the screen.
Once the Pre-Authorization has been submitted, the Application Status will show as submitted, and the next approver in line will also be displayed. See example below:

The levels of approval may vary per department or college, but will follow a similar path as the one shown below:

Each approver will receive an email notification when request is ready to be approved. Once the Pre-Authorization request is approved by all the levels of approval, it will move to the Payment Authorization for when the employee or designee is ready to initiate payment after the work has been completed.
Payment Authorization Stage:

When all levels of approval have been completed for the Pre-Authorization, the information submitted will now be available in the Payment Authorization section. To access the Payment Authorization, go to the main Portal page as previously shown on Step 1, but this time select State Payment Authorization.

From here, you will be taken to the Find an Existing Value page. Note that here you are not given the option to “add a new value” because all the information needed for the Final Authorization has already been entered in the Pre-Authorization stage.

Search for the employee you are looking for by entering the appropriate information in the search fields, or click on the “Search” button directly.
Step 4 – Entering Completed Work

In the Payment Authorization page, the information entered previously through the Pre-Authorization is displayed (see below). The next step is to enter the Actual Work Done. Please note: Future dates cannot be entered. This section must be completed after work has been performed.
Step 4 – Entering Completed Work, Continued...

When entering the dates for the work performed, enter the date range from the **Start Date** to **End Date**.

Then, click on the link **Days Worked Listing** to enter the exact dates of the days worked.

By clicking on the calendar icon, enter the appropriate dates for the work performed. To add a line, click on the + button. Once all the dates have been entered, hit the **Return** button to go back to the previous page.
Now that all the necessary information has been entered, you may hit Submit.

If there are still more days remaining from the original Pre-Authorization, you may go back and claim those two days for payment once the work is completed.

Otherwise, if no further work will be performed, you may hit the Close/Release button, and the rest of the original days reserved will be released for use.

The Payment Authorization request will be routed to the appropriate approvers and then submitted to payroll for payment.