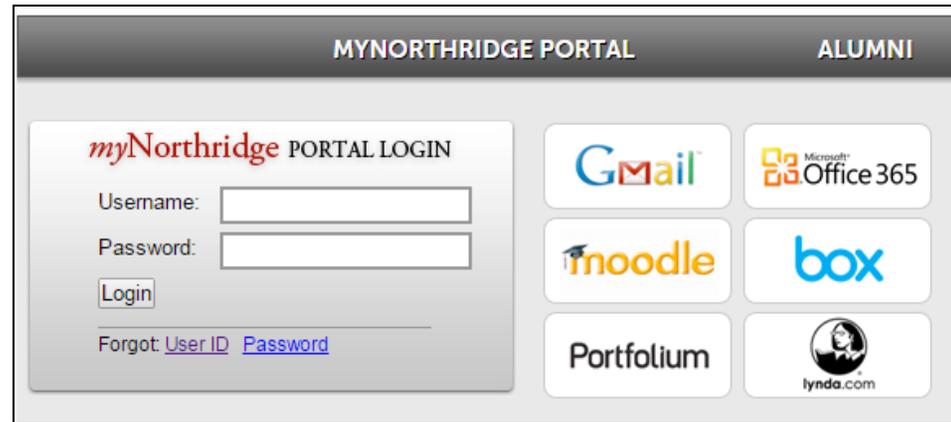


## Automated Additional Pay System - How to Approve Guide

As an approver of Additional Pay Pre-Authorization and Payment Authorization requests, you will receive a system-generated email notification stating that either a Pre-Authorization or Payment Authorization in one of the three designated areas (State, TUC, or ExL) have been submitted for an employee, and that it requires your approval.

### Step 1 – Logging In

To locate the request(s) you receive a notification for, simply start by logging in the myNorthridge Portal:



### Additional Pay

- [State Pre-Authorization](#)
- [ExL Pre-Authorization](#)
- [TUC Pre-Authorization](#)
- [State Payment Authorization](#)
- [ExL Payment Authorization](#)
- [TUC Payment Authorization](#)

Next, locate the **Additional Pay** pagelet and click on the specific Pre-Authorization or Payment Authorization link you need in order to approve your pending request.

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### Step 2 – Find Pending Request

**Addnl Pay State Pre-Auth**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>	
Department:	begins with ▼	<input type="text"/>	
Job Code:	begins with ▼	<input type="text"/>	
Position Number:	begins with ▼	<input type="text"/>	
Term:	begins with ▼	<input type="text"/>	
Start Date:	= ▼	<input type="text"/>	
End Date:	= ▼	<input type="text"/>	
Seq #:	= ▼	<input type="text"/>	
Name:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Status:	begins with ▼	<input type="text"/>	
Action Level Description:	begins with ▼	<input type="text"/>	

Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Once on the next page, ensure that you are on the **Find an Existing Value** tab. From here, you may either enter the information for the employee's request you are looking for, or simply click on the **Search** button at the bottom of the page.

Clicking the **Search** button will result in all requests that are pending your approval under that area (State, TUC, or ExL) to populate. Any requests which you may have initiated will show here as well.

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### Step 3 – Review and Approve Request

Once on the request page, review the information submitted, and either click on the **Approve** or **Deny** button at the bottom of the page:

#### Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate						Application Status			
Empl ID	████████	Name	Initiator,Lew	Empl Rcd	0	Emp Sts	Active	Status	Submitted By Faculty Affairs
College	CHHD	Dept	10141 Health Sciences-8285	Union Cd	R03	Full/Part	Full-Time	Level	2 Employee Approval
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty			<a href="#">View Approval History</a>

Pre-Authorization								
Sponsoring Organization: Cal State University (State)			Dept	10140 Family Consumer Sciences-8308	College	CHHD		
Appontment Details		Job Code	2403 FT Faculty Unit-Addtl Emplmt	For Term	Fall Semester 2016			
		Position	99745208 FT Faculty Unit-Addtl Emplmt	*Start Date	10/01/2016	*End Date	12/31/2016	<a href="#">Set Payments For Job 2403</a>
						Est. Comp	800.00	
*Description of Work:		Enter full description of work that will be performed.						

FTE Counts (Max FTE Allowed is 1.25)											
This Request:	0.050	Other Unapproved Requests:	0.000	Used (Assigned or Approved):	1.001	Used & Requested:	1.051	Available:	0.199	Available Months	0.81

Funding Information										
College/Dept Use Only: No action will be taken with funding information on this form. Please update funding via Manager's Workbench by the monthly deadline.										
Fund	DeptID	Description	Program	Fund Class	Project/Grant	Job Code	Percent			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes And Comments	
<input type="text"/>	
<a href="#">View All Notes / Comments</a>	
<a href="#">Add To Notes / Comments</a>	

Application Update Information							
Created On	09/22/2016	Submitted By:	████████	Last Updated By:	████████	At	09/22/16 2:08:37.000000PM
<input type="button" value="Save"/>		<input type="button" value="Approve"/>		<input type="button" value="Deny"/>			

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### Approve a Request:

Once a request is approved, it will go to the next person on the approval path for further approval. Approval path varies depending on the department and area (State, TUC, ExL).

### Deny a Request:

If you wish to deny a request, it is recommended that a comment be included in the **Notes and Comments** section of the request, so that the requestor understands why the request is being denied. When a request is denied, no matter what level of the approval path the denial is taking place, the request will be sent back to the initiator. Depending on the reason why the request was denied, the initiator may either choose to delete the request, or they may choose to make the necessary changes to resubmit it and start the approval process again.