

Additional Pay System Top 10 Tips

- 1** This is a two-step process: pre-authorization and payment. Pre-authorization will need to be entered, completed, and approved before the request is moved to payment request stage.
- 2** For payment type, always choose base pay rate if you are unsure. "Agreed upon rate" is only used when there is a daily rate set in the contract and approved by the granting agency.
- 3** Enter only one project per request. The system is unable to route the request properly if there are multiple projects in one request.
- 4** In the pre-authorization stage, you may leave the date range to the system default dates. The actual days will be entered in the payment request. Ensure you have correct number of days between start and end dates of your payment request.
- 5** Only faculty with active appointment can enter requests in additional pay system. Please call Office of Faculty Affairs (x2962) if you have any questions.
- 6** Each project may have specific rules regarding pay (ex. NSF 2/9 rule or NIH salary cap) that TUC will have to consider. The rules apply to pass-through projects as well.
- 7** For request during summer term, federal and federal pass-through projects can only pay up to 100% time base. The 25% time can be paid via non-federal projects.
- 8** Ensure that you enter the correct project number. TUC will not be able to change the project number to the correct one once the request is submitted.
- 9** Enter your pre-authorization on or before due date of the term. As long as you submit it by the due date, you will be able to enter your payment request.
- 10** Requests can come from Tseng College, State, or TUC. There may be multiple people entering requests for you. Remember that all of the requests add up to the total additional pay for each term.

**For additional pay questions, please contact
additional.pay@csun.edu**