

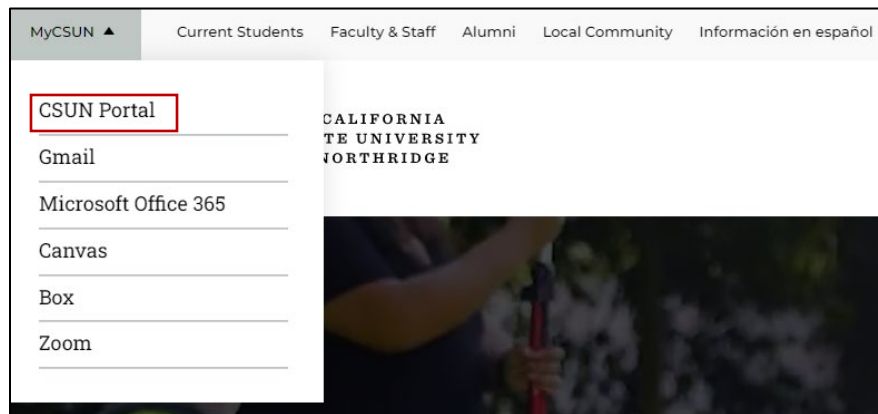
Automated Additional Pay System Guide – Extended Learning

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

The Pre-Authorization Stage:

Step 1 – Logging In

Log in to the **CSUN Portal**



Login

Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

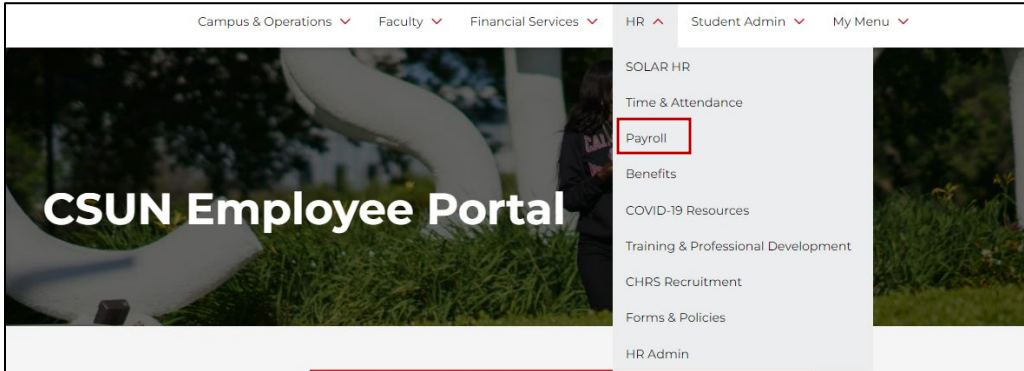
For increased security, your connection will expire after 27 minutes of inactivity.

User ID:

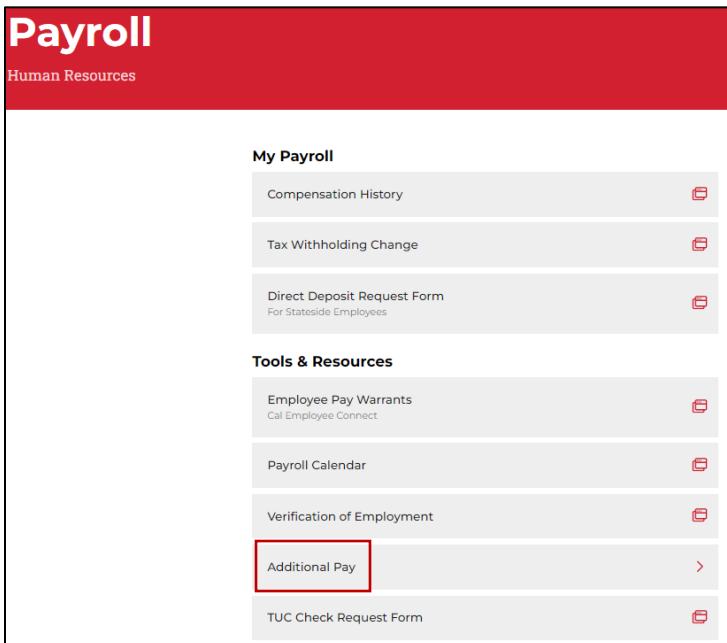
Password:

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Once logged in, go to the **HR** option in the menu and **select Payroll**:



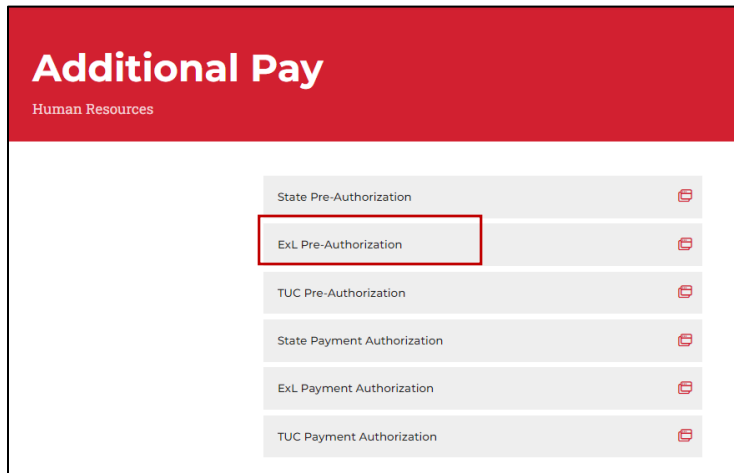
The following options will appear:



Select Additional Pay

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The following options will appear:



Additional Pay
Human Resources

- State Pre-Authorization
- ExL Pre-Authorization**
- TUC Pre-Authorization
- State Payment Authorization
- ExL Payment Authorization
- TUC Payment Authorization

Select ExL Pre-Authorization

The following Screen will appear:



Additional Pay Ext. 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 | | Q
Department: begins with | | Q
Job Code: begins with | | Q
Position Number: begins with | | Q
Term: begins with | | Q
Start Date: = | | R
End Date: = | | R
Seq #: = | | R
Application ID: begins with | | Q
Name: begins with | | Q
Last Name: begins with | | Q
First Name: begins with | | Q
EXL Project ID: begins with | | Q
Subject Area: begins with | | Q
Catalog Nbr: begins with | | Q
Maximum Units: = | | R
Class Nbr: = | | Q
Status: begins with | | Q
Action Level Description: begins with | | Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Select Add a New Value

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Step 2 – Add a New Value

Additional Pay ExL Pre-Auth

[Find an Existing Value](#) [Add a New Value](#)

Empl ID:

Department:

Job Code:

Position Number:

Term:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Select 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.

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Step 3 – Filling in the Details

Request For Additional Pay Pre-Authorization											
Primary Job and Current Status of Candidate					Application Status						
Empl ID	██████	Name	██████	Empl Rcd	0	Emp Sts	Active	Status	In Process. Approved By Employee		
College	CHHD	Dept	10139 Comm Disorders & Science-8279	Union Cd	R03	Full/Part	Full-Time	Level	4 Faculty Affairs Approval		
Job Cd	2380	Title	Instr Fac AY	FLSA Exempt		Faculty		View Approval History			
Pre-Authorization											
Sponsoring Organization: Extended Learning (ExL)				Dept	10262 ExL Grad Professional Ed-8352	College	EXL				
Appointment Details		Job Code	2322 Instr Fac,Spcl Pgms-For Credit	For Term	Fall Semester 2016	Seq. No.	4				
		Position	99743152 Instr Fac,Spcl Pgms-For Credit	Start Date	08/24/2016	End Date	12/23/2016				
		Comp Type	EXTWTU CSU Course Unit Base On Enrmt	Comp Rate	2736.000000	Nbr Of Units	0.10	Est. Comp	273.60		
Description of Work:		asdf asdf asdf									
Extended Learning Additional Information Required											
Project	MPA121 - Public Sector Management Leadership - DMH			Rank	5	Enrl	99	Contract Agreement View Entire Contract			
Pay Plan	FP-FE - Full professor rank, full enrollment			K Factor	1.3	CS Nbr	13	Payment is based on the Salary Schedule for Class Code 2322 and will be calculated as at the 'full professor' rank (step 5) and at the rate of pay for full enrollment at that professorial rank.			
Class #	12346	Subject	SOC	Catalog	364L	Title	SOC STAT LAB			Units	1.00
FTE Counts (Max FTE Allowed is 1.25)											
This Request:	0.007	Other Unapproved Requests:	0.000	Used (Assigned or Approved):	1.000	Used & Requested:	1.007	Available:	0.243	Available Units	3.65
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"/>				

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.

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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.

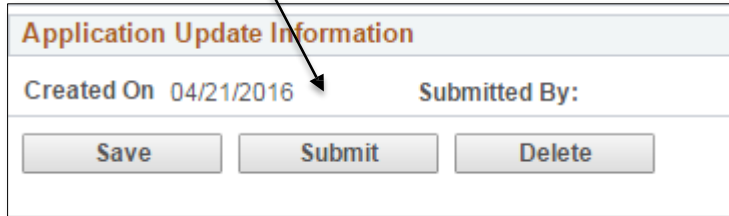
7) Class Information:

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.

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Step 4 – Submitting the Information

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



The screenshot shows a web form titled "Application Update Information". It contains the following fields and buttons:

Application Update Information		
Created On 04/21/2016	Submitted By:	
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>

An arrow points from the text above to the "Submit" button.

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