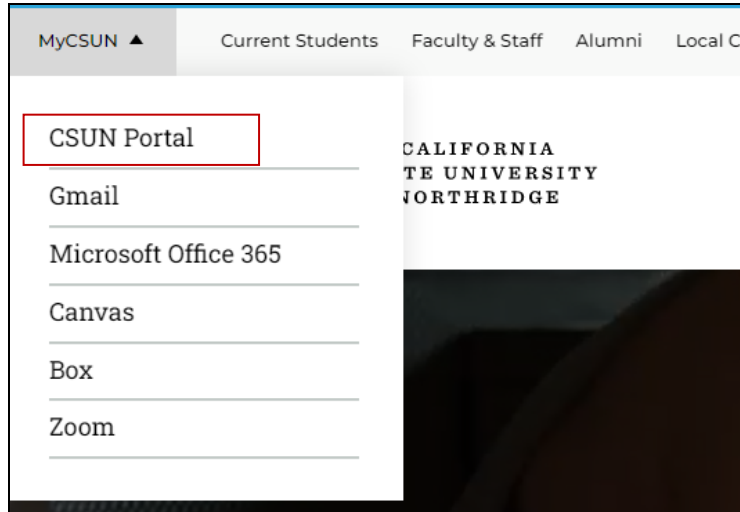


State Automated Additional Pay System Guide - Job Code 2403

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.

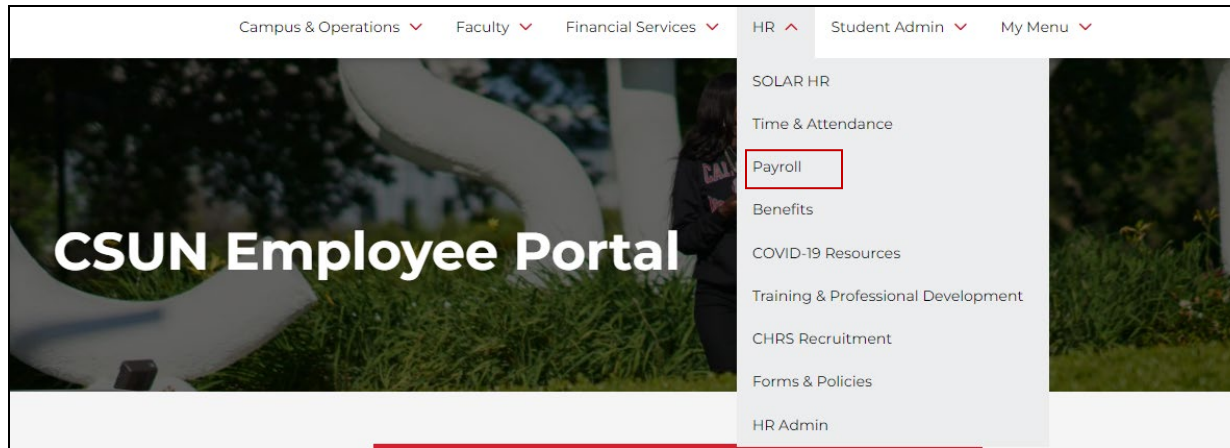
User ID:

Password: 

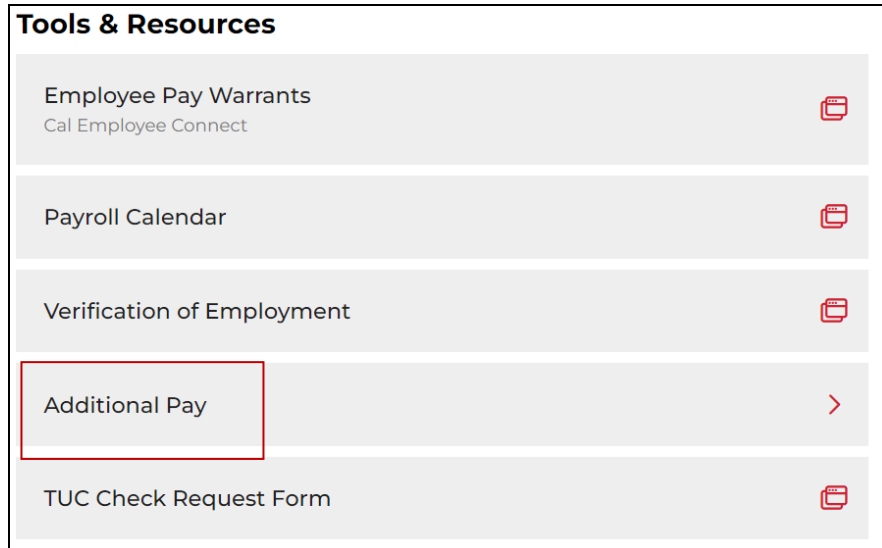
Login

State Automated Additional Pay System Guide - Job Code 2403

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



The Payroll menu will appear:



The Additional Pay menu will appear:

State Automated Additional Pay System Guide - Job Code 2403

Additional Pay

Human Resources

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

Select State Pre-Authorization

The following screen will appear:

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Step 2a – Searching for Existing Values

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 ▼		🔍
Department:	begins with ▼		🔍
Job Code:	begins with ▼		🔍
Position Number:	begins with ▼		🔍
Term:	begins with ▼		🔍
Start Date:	= ▼		📅
End Date:	= ▼		📅
Seq #:	= ▼		
Name:	begins with ▼		
Last Name:	begins with ▼		
First Name:	begins with ▼		
Status:	begins with ▼		🔍
Action Level Description:	begins with ▼		

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria

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.


State Automated Additional Pay System Guide - Job Code 2403


Step 2b – Adding a New Value


Addnl Pay State Pre-Auth

Empl ID: 

Department: 

Job Code: 

Position Number: 

Term: 

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. – 2403)
- 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.

State Automated Additional Pay System Guide - Job Code 2403

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, Full-Time Instructional AY Faculty in the department of Accounting & IS.

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 1.025 FTE, and available balance of 0.225.

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	Draft	
College	DNCBE	Dept	10107	Acctng & Info Sys-8372	Union Cd	R03	Full/Part	Full-Time	Level	1 Submission
Job Cd	2387	Title	Grnt Rltd Spc Fnd Inst Fac AY			FLSA	Exempt	Faculty		
Pre-Authorization										
Sponsoring Organization:				Cal State University (State)		Dept	10140	Family Consumer Sciences-8308	College	CHHD
Appointment Details		Job Code	2403	FT Faculty Unit-Addtl Emplmt		For Term	Spring Semester 2016			
		Position	99745208 FT Faculty Unit-Addtl Emplmt			Start Date		End Date		Set Payments For Job 2403
					Comp Rate		Nbr Of Months		Est. Comp	
Description of Work:										
FTE Counts (Max FTE Allowed is 1.25)										
This Request:		0.000	Other Unapproved Requests:		0.000	Used (Assigned or Approved):		1.025	Used & Requested:	1.025
									Available:	0.225
									Available Months	0.91
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										
								View All Notes / Comments		
								Add To Notes / Comments		
Application Update Information										
Created On		07/17/2016		Submitted By:		Last Updated By:		At		
Save		Submit		Delete						

State Automated Additional Pay System Guide - Job Code 2403

Step 3 – Entering Information

To enter the amount of time the employee will be working for this additional pay, click on the **Set Payments for Job 2403** link under the Pre-Authorization section.

Pre-Authorization			
Sponsoring Organization: Cal State University (State)		Dept 10140 Family Consumer Sciences-8308	College CHHD
Appointment Details		For Term Spring Semester 2016	Set Payments For Job 2403
Job Code 2403	FT Faculty Unit-Addtl Emplmt	Start Date <input type="text"/>	
Position 99745208	FT Faculty Unit-Addtl Emplmt	End Date <input type="text"/>	
		Comp Rate	Nbr Of Months
		Est. Comp	

You will then be taken to the following screen:

Pay Period Calculator For Jobcode 2403

Cal State University (State)		Fall Semester 2016	Start	End	Created 09/13/2016
Employee <input type="text"/>	<input type="text"/>	College CHHD	Dept 10140	Family Consumer Sciences-8308	
Job 2403	FT Faculty Unit-Addtl Emplmt	Position 99745208	FT Faculty Unit-Addtl Emplmt		

Pay Period Calculator

Amount Due	Hours / Week	Start Month	# Pay Periods	Calculated Results	Amounts Per Pay Period												
<input type="text"/>	<input type="text"/> <input type="button" value="🔍"/>	08 - August ▼	<input type="text"/>	Days Per Period 21	<table><tr><th>Pay Period</th><th>Amount Due</th></tr><tr><td>8 August</td><td><input type="text"/></td></tr><tr><td>9 September</td><td><input type="text"/></td></tr><tr><td>10 October</td><td><input type="text"/></td></tr><tr><td>11 November</td><td><input type="text"/></td></tr><tr><td>12 December</td><td><input type="text"/></td></tr></table>	Pay Period	Amount Due	8 August	<input type="text"/>	9 September	<input type="text"/>	10 October	<input type="text"/>	11 November	<input type="text"/>	12 December	<input type="text"/>
Pay Period	Amount Due																
8 August	<input type="text"/>																
9 September	<input type="text"/>																
10 October	<input type="text"/>																
11 November	<input type="text"/>																
12 December	<input type="text"/>																

Maximum Values For Hours Entered

Total FTE (Hrs/40)	HR Payroll Fraction	Monthly Rate Maximum	FTE Month Base Maximum
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Look-Up Table For Monthly Max Values](#)

Calculated Results

Daily Rate

Monthly Rate

FTE

FTE Monthly Base



To reduce the FTE Monthly Base value either decrease the Amount Due or increase the FTE

[Return to Main Page](#)

State Automated Additional Pay System Guide - Job Code 2403

About Job Code 2403:

Job code 2403 has been established in the CSU pay scales as a 12-month classification. Appointments should be made, and will be compensated, over the time period in which the work is actually being performed based on the state pay periods. Using the Automated Additional Pay system, employees will enter the total dollar amount they will be getting paid for this project, the number of hours per week they will work on the project (maximum is 10 hours per week), and the number of monthly pay periods they would like to use to complete this project based on the total number of pay periods available for the remainder of the term. The table below shows the allowed maximum pay based on hours per week worked:

Personalize Find View All   First 1-10 of 10 Last					
Hours Per Week	Total FTE (Hrs/40)	Payroll Fraction	Monthly Rate Minimum	Monthly Rate Maximum	FTE Monthly Base Max
1	0.025000	1/40	113	712	28488.000000
2	0.050000	1/20	227	1424	28488.000000
3	0.075000	3/40	340	2137	28488.000000
4	0.100000	1/10	453	2849	28488.000000
5	0.125000	1/8	566	3561	28488.000000
6	0.150000	3/20	680	4273	28488.000000
7	0.175000	7/20	793	4985	28488.000000
8	0.200000	1/5	906	5698	28488.000000
9	0.225000	9/40	1019	6410	28488.000000
10	0.250000	1/4	1133	7122	28488.000000

State Automated Additional Pay System Guide - Job Code 2403

Once on the Pay Period Calculator for Job Code 2403, enter the **Amount Due**, **Hours per Week**, **Start Month**, and the **Number of Pay Periods** as shown below:

Pay Period Calculator For Jobcode 2403

Cal State University (State) Fall Semester 2016 Start 08/02/2016 End 08/31/2016 Created 09/13/2016

Employee [REDACTED] College CHHD Dept 10140 Family Consumer Sciences-8308
Job 2403 FT Faculty Unit-Addtl Emplmt Position 99745208 FT Faculty Unit-Addtl Emplmt

Pay Period Calculator

Amount Due	Hours / Week	Start Month	# Pay Periods
200.00	2	08 - August	1

Maximum Values For Hours Entered

Total FTE (Hrs/40)	HR Payroll Fraction	Monthly Rate Maximum	FTE Month Base Maximum
0.050	1/20	1211	22614.000

[View Look-Up Table For Monthly Max Values](#)

Calculated Results

Days Per Period	21
Daily Rate	9.523810
Monthly Rate	200
FTE	0.050
FTE Monthly Base	4000.000

Amounts Per Pay Period

Pay Period	Amount Due
8 August	200.000
9 September	
10 October	
11 November	
12 December	

To reduce the FTE Monthly Base value either decrease the Amount Due or increase the FTE

[Return to Main Page](#)

Based on the information provided, the system will calculate whether or not the amounts entered for the total pay periods available is acceptable. Please note that the system will not allow retroactivity, so you will only be able to choose the current month and future months in that term to make the payments for this job code. In this example, the total pay is \$200 for 2 hours per week in one pay period, starting in August. The maximum dollar amount at this days-per-week rate is \$1,211 per month, so this request is acceptable. Hit **Return to Main Page** to return.

State Automated Additional Pay System Guide - Job Code 2403

Now that the payments have been set up for this project, we return to the main screen. The **Start Date** and **End Date** will now be populated based on the payment information provided .

Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	
CHHD	10141 Health Sciences-8285	0	Active	Draft	
College	Dept	Union Cd	Full/Part	Level	
2360	10141 Health Sciences-8285	R03	Full-Time	1 Submission	
Job Cd	Title	FLSA	Exempt	Faculty	
2360	Instr Fac AY				

Pre-Authorization

Sponsoring Organization: Cal State University (State) Dept 10140 Family Consumer Sciences-8308 College CHHD

Appointment Details Job Code 2403 FT Faculty Unit-Addtl Emplmt For Term Spring Semester 2016

Position 99745208 FT Faculty Unit-Addtl Emplmt Start Date 07/01/2016 End Date 08/01/2016 Set Payments For Job 2403

Comp Rate 95.238095 Nbr Of Months 4.00 Est. Comp 2000.00

Description of Work: Testing

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.100 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.001 Used & Requested: 1.101 Available: 0.149 Available Months 0.60

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

Notes And Comments

Monthly appointment

Added by [redacted] on 2016/07/15 at 04:00 PM

[View All Notes / Comments](#)

[Add To Notes / Comments](#)

Application Update Information

Created On 07/15/2016 Submitted By: Last Updated By: At

[Save](#) [Submit](#) [Delete](#)

The next step is to enter the Description of Work for this project. You may complete the Funding Information section if needed, however it is not mandatory.

Lastly, you may include any notes for the approvers as needed.

Once complete, you may hit the submit button, and the request will move onto the next approver in line.

State Automated Additional Pay System Guide - Job Code 2403

Important Note:

Job Code 2403 is the only one out of all the other job codes processed in the Automated Additional Pay system which does **not** require the Payment Authorization step. Because this is a monthly-appointment job code classification, when the Pre-Authorization request is approved at all levels and certified in Master Payroll Certification (MPC), the request will automatically begin the payment cycle. Thus, it is crucial if at any point the employee is not able to perform the additional work, that Faculty Affairs and Payroll are contacted if the request has already gone through the approval process. The approval path varies by department, but will mostly follow this sequence:

