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.
Step 2a – Searching for Existing Values

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. – 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.
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.
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.

You will then be taken to the following screen:

Pay Period Calculator For Jobcode 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:

<table>
<thead>
<tr>
<th>JOB CODE 2403</th>
<th>HOURS PER WEEK OF ADDITIONAL WORK</th>
<th>TOTAL FTE (HOURS/ 40)</th>
<th>TOTAL MAXIMUM MONTHLY PAY AMOUNT PER FRACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.025</td>
<td>$606</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0.05</td>
<td>$1,211</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0.075</td>
<td>$1,817</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0.1</td>
<td>$2,422</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>0.125</td>
<td>$3,028</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>0.15</td>
<td>$3,633</td>
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</tr>
<tr>
<td>7</td>
<td>0.175</td>
<td>$4,239</td>
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<tr>
<td>8</td>
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<td></td>
</tr>
<tr>
<td>9</td>
<td>0.225</td>
<td>$5,450</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>0.25</td>
<td>$6,055</td>
<td></td>
</tr>
</tbody>
</table>
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](image)

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.
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.

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.
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:

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Initiator — Employee — Dept. Chair/Dean/Director — UFA — MAR/Designee — Faculty Affairs
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