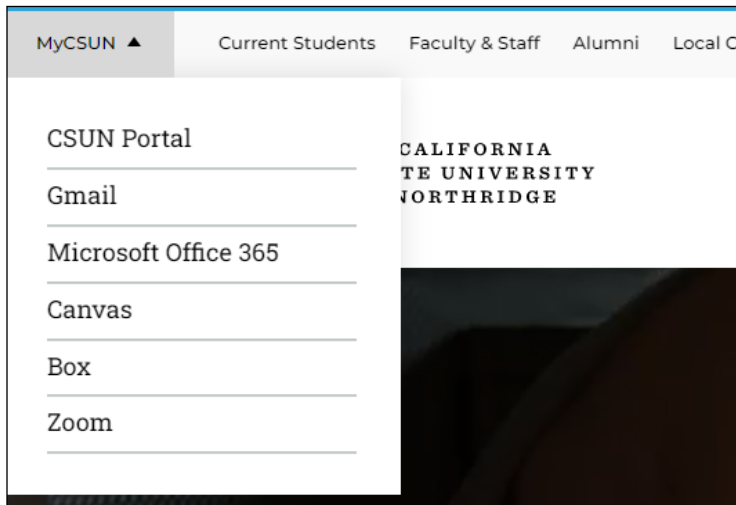


# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## 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.*

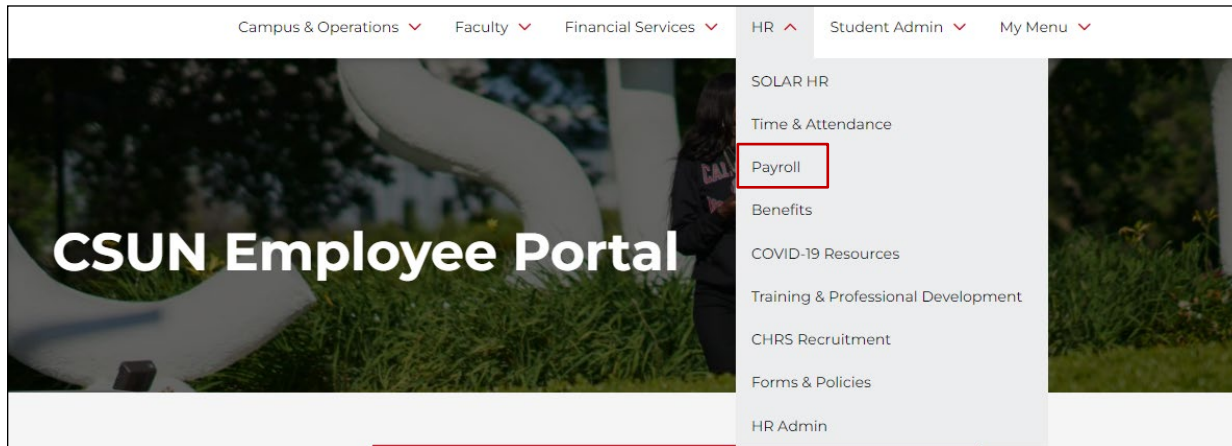
User ID:

Password:  

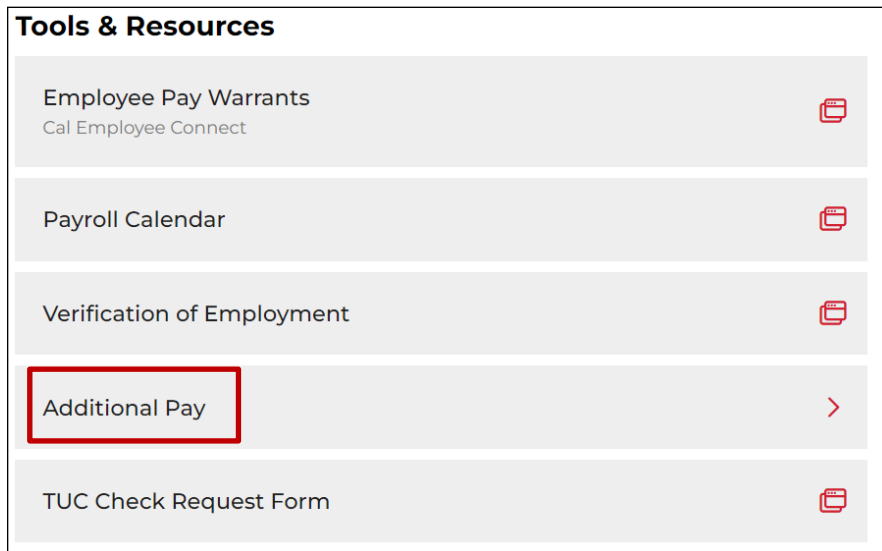
**Login**

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

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



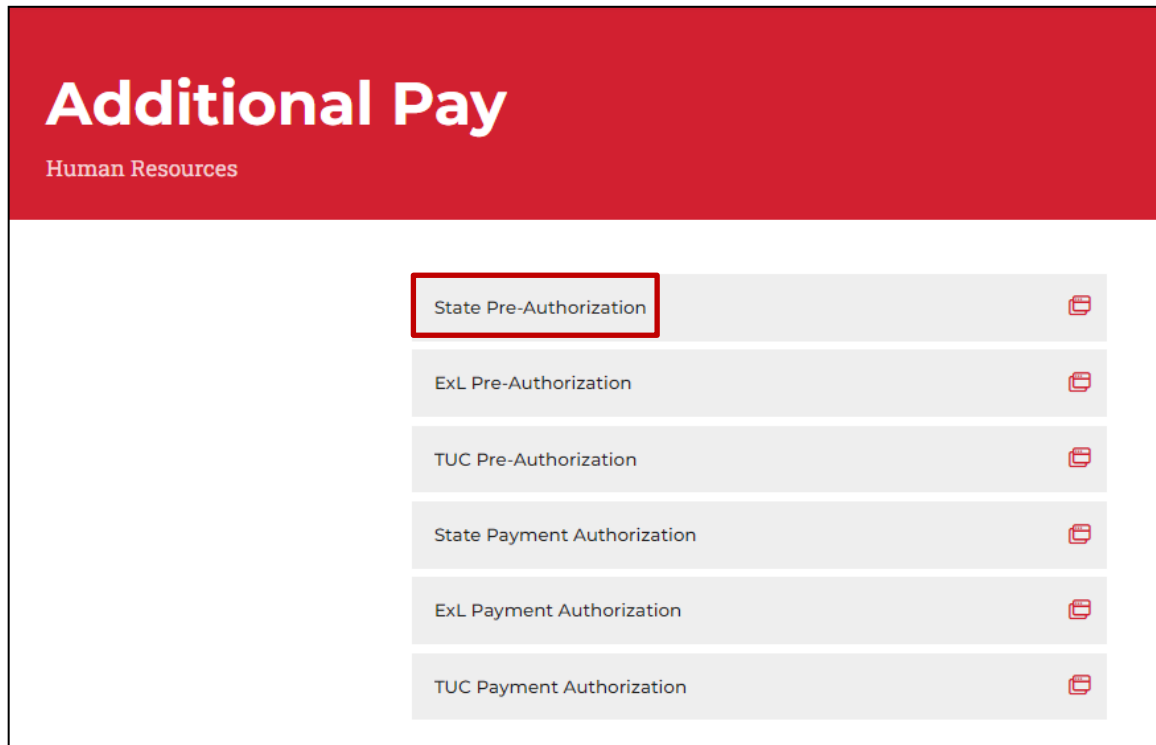
The Payroll menu will appear:



Select **Additional Pay**

## State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

The Additional Pay menu will appear:



Select **State Pre-Authorization**

The following screen will appear:

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)



**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"/>	
Application ID:	begins with	<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 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 4660 (Faculty)


### 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. – 4660)
- 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 4660 (Faculty)

## 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, Part-Time Lecturer AY in the department of Marketing.

In the **Pre-Authorization** section, the information entered in the previous screen is now populated.

**Request For Additional Pay Pre-Authorization**

**Primary Job and Current Status of Candidate**

Empl ID	██████████	Name	██████████	Empl Rcd	0	Emp Sts	Active	<b>Application Status</b>	
College	DNCBE	Dept	10113 Marketing-8377	Union Cd	R03	Full/Part	Part-Time	Status	Draft
Job Cd	2358	Title	Lecturer AY	FLSA	Exempt	Faculty		Level	1 Submission

**Pre-Authorization**

Sponsoring Organization: Cal State University (State) Dept 10045 Academic Res and Planning-8201 College ACAD\_RES

**Appointment Details**

Job Code	4660	Special Consultant	For Term	Fall Semester 2016				
Position	99745234	Special Consultant	Start Date	08/24/2016	End Date	12/23/2016		
Comp Type	DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate		Nbr Of Days		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): 0.400 Used & Requested: 0.400 Available: 0.850 Available Days 72.25

**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"/>

**Notes And Comments**

[View All Notes / Comments](#)

[Add To Notes / Comments](#)

**Application Update Information**

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

The total **FTE** will display, prior to entering the new information. In this case, the employee has a total of 0.400 FTE, and available balance of 0.850. The **available days** for the term chosen also displays. In this case it equates to 72.25 days since the employee is a part-time faculty with a time base less than 1.0.

## State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

### Step 3 – Entering Information

Request For Additional Pay Pre-Authorization			
<b>Primary Job and Current Status of Candidate</b>			
Empl ID	Name	Empl Rcd	Emp Sts
██████████	██████████	0	Active
College	Dept	Union Cd	Full/Part
DNCBE	10113 Marketing-8377	R03	Part-Time
Job Cd	Title	FLSA	Faculty
2358	Lecturer AY	Exempt	
<b>Application Status</b>			
Status	Submitted By Initiator		
Level	2 Employee Approval		
<a href="#">View Approval History</a>			
<b>Pre-Authorization</b>			
Sponsoring Organization: Cal State University (State)		Dept	College
		10045 Academic Res and Planning-8201	ACAD_RES
<b>Appontment Details</b>		For Term	
Job Code	Special Consultant	Fall Semester 2016	
Position	99745234 Special Consultant	Start Date	End Date
		09/09/2016	10/07/2016
Comp Type	CSU Immediate Pay, Daily Rate	Comp Rate	Nbr Of Days
DLYRTE		100.000000	5.00
Description of Work:		Est. Comp	500.00
Testing			
<b>FTE Counts (Max FTE Allowed is 1.25)</b>			
This Request:	Other Unapproved Requests:	Used (Assigned or Approved):	Used & Requested:
0.059	0.000	0.400	0.459
			Available:
			0.791
			Available Days
			67.24

The next step is to enter the **Start** and **End Date**, the **Comp Rate** and the **Number of Days** that the employee will be working. In this case we entered **\$100** as the Comp Rate, and **5 days** for the Number of Days to be worked. As a result, the highlighted sections under the **FTE Counts** section automatically updated to show the amount requested (0.059), as well as the new available FTE (0.791) and available day equivalent (67.24).

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## Step 3 – Entering Information Continued...

**Request For Additional Pay Pre-Authorization**

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	
College	Dept	Union Cd	Full/Part	Level	
Job Cd	Title	FLSA	Exempt		

**Pre-Authorization**

Sponsoring Organization: Cal State University (State)    Dept: 10045 Academic Res and Planning-8201    College: ACAD\_RES

**Appointment Details**

Job Code: 4660 Special Consultant    For Term: Fall Semester 2016  
Position: 99745234 Special Consultant    Start Date: 08/24/2016    End Date: 12/23/2016  
Comp Type: DLYRTE CSU Immediate Pay, Daily Rate    Comp Rate:    Nbr Of Days:    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): 0.400    Used & Requested: 0.400    Available: 0.850    Available Days: 72.25

**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"/>

**Notes And Comments**

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

**Application Update Information**

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

Next, the **Description of Work** must be entered.

At this point you may wish to also enter **Funding Information** if available (optional). This step can also be completed by an approver at a different level.

**Notes and Comments** can also be included for further explanation of the appointment as needed.

Once everything is complete and ready to go, just hit **Submit** at the bottom of the screen.



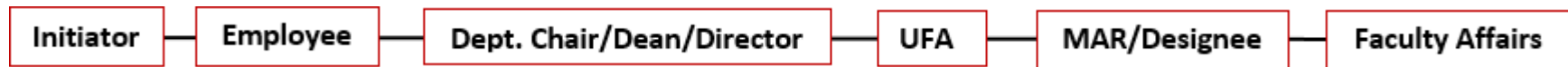
## State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

Once the Pre-Authorization has been submitted, the **Application Status** will show as submitted, and the next approver in line will also be displayed. See example below:



Primary Job and Current Status of Candidate				Application Status					
Empl ID	██████████	Name	██████████	Empl Rcd	0	Emp Sts	Active	Status	Submitted By Initiator
College	DNCBE	Dept	10113 Marketing-8377	Union Cd	R03	Full/Part	Part-Time	Level	2 Employee Approval
Job Cd	2358	Title	Lecturer AY	FLSA	Exempt	Faculty			<a href="#">View Approval History</a>

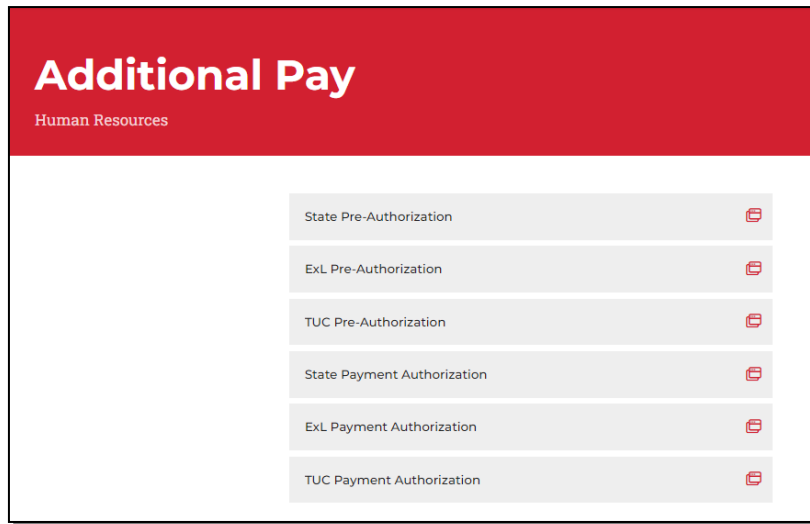
The levels of approval may vary per department or college, but will follow a similar path as the one shown below:



Each approver will receive an email notification when request is ready to be approved. Once the Pre-Authorization request is approved by all the levels of approval, it will move to the **Payment Authorization** for when the employee or designee is ready to initiate payment after the work has been completed.

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## Payment Authorization Stage:



When all levels of approval have been completed for the Pre-Authorization, the information submitted will now be available in the Payment Authorization section. To access the Payment Authorization, go to the main Portal page as previously shown on Step 1, but this time select **State Payment Authorization**.

From here, you will be taken to the **Find an Existing Value** page. Note that here you are not given the option to “add a new value” because all the information needed for the Final Authorization has already been entered in the Pre-Authorization stage.

Search for the employee you are looking for by entering the appropriate information in the search fields, or click on the “Search” button directly.

The screenshot shows the 'Addtl Pay State Payment' search page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with the following fields:

- Empl ID: begins with [ ]
- Term: begins with [ ]
- Department: begins with [ ]
- Job Code: begins with [ ]
- Position Number: begins with [ ]
- Seq #: = [ ]
- Name: begins with [ ]
- Application ID: begins with [ ]
- Last Name: begins with [ ]
- First Name: begins with [ ]
- Start Date: = [ ]
- End Date: = [ ]
- Status: begins with [ ]
- Action Level Description: begins with [ ]

There is a checkbox for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' at the bottom.

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## Step 4 – Entering Completed Work

In the **Payment Authorization** page, the information entered previously through the Pre-Authorization is displayed (see below). The next step is to enter the Actual Work Done. Please note: Future dates cannot be entered. This section must be completed after work has been performed.

**Request For Additional Pay Payment Authorization**

Primary Job and Current Status of Candidate						Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Active	Status: <span style="color: red;">In Process</span>		
College DNCBE	Dept 10113 Marketing-8377	Union Cd R03	Full/Part	Part-Time	Level: <span style="color: red;">1 Submission</span>		
Job Cd 2358	Title Lecturer AY	FLSA Exempt	Faculty	<a href="#">View Approval History</a>			

Payment Authorization							
Sponsoring Organization: Cal State University (State)				Dept 10045 Academic Res and Planning-8201	College ACAD_RES		
Appontment Details		Job Code 4660 Special Consultant	For Term Fall Semester 2016				
		Position 99745234 Special Consultant	Start Date 09/09/2016	End Date 10/07/2016			
		Comp Type DLYRTE CSU Immediate Pay, Daily Rate	Comp Rate 100.000000	Nbr Of Days 5.00	Est. Comp 500.00		
Description of Work:		Testing					

**FTE Counts (Max FTE Allowed is 1.25)**

This Request: 0.059    Other Unapproved Requests: 0.000    Used (Assigned or Approved): 0.459    Used & Requested: 0.459    Available: 0.791    Available Days 67.24

Actual Work Done								Actual Used	Available Work
Start Date	End Date	Amt Worked	Days Worked Listing	Compensation	FTE	Status		FTE	Days
1 09/09/2016	10/07/2016		Days Worked Listing						5.00

**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	Dept	Program	Fund Class	Project/Grant	Job Code	Percent

**Notes And Comments**

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

Application Update Information			
Created On 07/15/2016	Submitted By: [Redacted]	Last Updated By: [Redacted]	At 07/15/16 3:15:47.000000PM

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## Step 4 – Entering Completed Work, Continued...

When entering the dates for the work performed, enter the date range from the **Start Date** to **End Date**.

Actual Work Done							Actual Used	Available Work
Start Date	End Date	Amt Worked	Days Worked Listing	Compensation	FTE	Status	FTE	Days
1 03/22/2016	03/24/2016	3.00	Days Worked Listing	900.00	0.035		0.035	2.00

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	Dept	Program	Fund Class	Project/Grant	Job Code	Percent

Then, click on the link **Days Worked Listing** to enter the exact dates of the days worked.

Listing Of Days Worked

Cal State University (State) Spring Semester 2016

Empl ID [REDACTED] Name [REDACTED] Dept 10164 Developmental Math-8358  
Job Code 4660 Title Special Consultant Position 99743828 Special Consultant

Each Day Worked From 03/22/2016 To 03/24/2016 Nbr of Days Worked 3.00

*Date Worked	Day Of Week	Month	Day of Month	Year		
1 03/22/2016	Tuesday	March		22	2016	+ -
2 03/23/2016	Wednesday	March		23	2016	+ -
3 03/24/2016	Thursday	March		24	2016	+ -

Return

Return to Search Previous in List Next in List Refresh

By clicking on the calendar icon, enter the appropriate dates for the work performed. To add a line, click on the + button. Once all the dates have been entered, hit the **Return** button to go back to the previous page.

# State Automated Additional Pay System Guide – Job Code 4660 (Faculty)

## Step 5 – Submit & Complete

Now that all the necessary information has been entered, you may hit **Submit**.

If there are still more days remaining from the original Pre-Authorization, you may go back and claim those two days for payment once the work is completed.

Otherwise, if no further work will be performed, you may hit the **Close/Release** button, and the rest of the original days reserved will be released for use.

**Request For Special Pay Final Authorization**

**Current Status of Faculty Candidate**

Empl ID	Name	Rcd: 0	Emp Sts: Active
College: SCL_MATH	Dept: 10163 Mathematics-8313	Union: R03	Full/Part: Full-Time
Job Code: 2360	Title: Instr Fac AY	Faculty	

**Application Status**

Status: **Approved By Faculty Affairs**  
Level: **1 Submission**  
[View Approval History](#)

**Final Authorization**

Sponsoring Organization: Cal State University (State) Dept: 10164 Developmental Math-8358 College: UNGRAD\_ST

**Appointment Details**

Job Code: 4660	Special Consultant	For Term: Spring Semester 2016
Position: 99743828	Special Consultant	Start Date: 03/21/2016 End Date: 03/25/2016
Comp Type: DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate: 300.000000 Nbr Of Days: 5.00 Est. Comp: 1500.00

Description of Work: Testing special pay system

**FTE Counts (Max FTE Allowed is 1.25)**

This Request: 0.059 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.059 Used & Requested: 1.059 Available: 0.191 Available Days: 16.24

**Actual Work Done**

Start Date	End Date	Amnt Worked	Days Worked Listing	Compensation	FTE	Status	Actual Used FTE	Available Work Days
1 03/22/2016	03/24/2016	3.00	Days Worked Listing	900.00	0.035	Approved	0.035	2.00

**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	Dept	Program	Fund Class	Project/Grant	Job Code	Percent
------	------	---------	------------	---------------	----------	---------

**Notes And Comments**

Testing special pay system

Added by: [redacted] on 2016/03/17 at 09:05 AM

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

**Faculty Affairs Internal Comments**

[View All Internal Comments](#)  
[Add To Internal Comments](#)

**Application Update Information**

Created On: 03/17/2016 Submitted By: [redacted] Last Updated By: [redacted] At: 04/01/16 2:19:10.000000PM

The Payment Authorization request will be routed to the appropriate approvers and then submitted to payroll for payment.