

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

Pre-Authorization Stage:

Step 1 – Logging In

Log into the **myNorthridge Portal**

MYNORTHTRIDGE PORTAL ALUMNI

myNorthridge PORTAL LOGIN

Username:

Password:

Login

Forgot: [User ID](#) [Password](#)

Gmail Microsoft Office 365

moodle box

Portfolium lynda.com

Once logged in, locate the **Additional Pay** pagelet and click on the **State Pre-Authorization** link. A new window will open.

Additional Pay

- [State Pre-Authorization](#)
- [ExL Pre-Authorization](#)
- [TUC Pre-Authorization](#)
- [State Payment Authorization](#)
- [ExL Payment Authorization](#)
- [TUC Payment Authorization](#)

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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 ▼	<input type="text"/>	<input type="button" value="🔍"/>
Department:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Job Code:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Position Number:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Term:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Start Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
End Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
Seq #:	= ▼	<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"/>	<input type="button" value="🔍"/>
Action Level Description:	begins with ▼	<input type="text"/>	

Case Sensitive

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.


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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.

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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.

The screenshot shows the 'Request For Additional Pay Pre-Authorization' form. It is divided into several sections:

- Primary Job and Current Status of Candidate:** Displays employee information including Empl ID, Name, Empl Rcd (0), Emp Sts (Active), College (DNCBE), Dept (10113 Marketing-8377), Union Cd (R03), Full/Part (Part-Time), Job Cd (2358), Title (Lecturer AY), FLSA (Exempt), and Faculty.
- Application Status:** Shows Status (Draft) and Level (1 Submission).
- Pre-Authorization:** Contains Sponsoring Organization (Cal State University (State)), Dept (10045 Academic Res and Planning-8201), College (ACAD_RES), Appointment Details (Job Code 4660, Position 99745234, Comp Type DLYRTE), For Term (Fall Semester 2016), Start Date (08/24/2016), End Date (12/23/2016), and a Description of Work field.
- FTE Counts (Max FTE Allowed is 1.25):** Shows 'This Request: 0.000', 'Other Unapproved Requests: 0.000', 'Used (Assigned or Approved): 0.400', 'Used & Requested: 0.400', 'Available: 0.850', and 'Available Days: 72.25'.
- Funding Information:** Includes a warning to update funding via Manager's Workbench and a table with columns for Fund, DeptID, Description, Program, Fund Class, Project/Grant, Job Code, and Percent.
- Notes And Comments:** A text area for notes with a 'View All Notes / Comments' link and an 'Add To Notes / Comments' button.
- Application Update Information:** Shows 'Created On: 07/15/2016' and fields for 'Submitted By:', 'Last Updated By:', and 'At'.

At the bottom, there are 'Save', 'Submit', and 'Delete' buttons.

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.

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Step 3 – Entering Information

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			View Approval History

Pre-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
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):	0.400	Used & Requested:	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).

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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	Draft
College	DNCBE	Dept	10113 Marketing-8377	Union Cd	R03
Job Cd	2358	Title	Lecturer AY	Full/Part	Part-Time
		FLSA	Exempt	Faculty	

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.

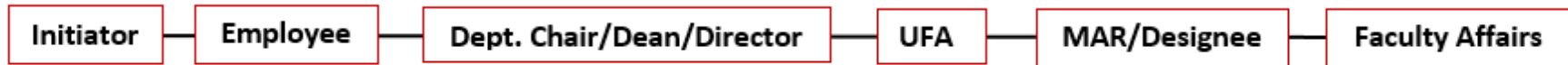
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Once the Pre-Authorization has been submitted, the **Application Status** will show as submitted, and the next approver in line will also be displayed. See example below:



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			View Approval History

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.

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Payment Authorization Stage:

Additional Pay

- ❖ [State Pre-Authorization](#)
- ❖ [ExL Pre-Authorization](#)
- ❖ [TUC Pre-Authorization](#)
- ❖ [State Payment Authorization](#)
- ❖ [ExL Payment Authorization](#)
- ❖ [TUC Payment Authorization](#)

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 a web interface titled "Addnl Pay State Payment". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The search criteria include: Empl ID, Term, Department, Job Code, Position Number, Seq #, Name, Last Name, First Name, Start Date, End Date, Status, and Action Level Description. Each field has a dropdown menu (mostly "begins with") and a search icon. There are also date pickers for Start Date and End Date. At the bottom, there is a "Case Sensitive" checkbox and a row of buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

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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	Status: In Process	
College	Dept	Union Cd	Full/Part	Level: 1 Submission	
Job Cd	Title	FLSA	Exempt	View Approval History	

Payment Authorization					
Sponsoring Organization: Cal State University (State)		Dept	Academic Res and Planning-8201		College
Appontment Details		Job Code	Special Consultant		For Term
		Position	99745234 Special Consultant		Fall Semester 2016
		Comp Type	DLYRTE CSU Immediate Pay, Daily Rate		Start Date
					End Date
					Nbr Of Days
					Est. Comp
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

Save
Submit
Close/Release

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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.

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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	Am't 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
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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.