

# State Automated Additional Pay System Guide

## Primary Job is Staff – no Faculty Appointment

### 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:   **1**

Department:   **2**

Job Code:

Position Number:   **3**

Start Date:   **4**

End Date:

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 and tab

- System will determine the employee is Staff only
- Job Code 4660 will populate

**2** – Enter the department where the additional pay will be performed .

**3** – 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 Enter the job code that will be used for this special pay.

- Note some departments have more than one position.
- Usually that indicates different “Reports To”
- Look up the positions first if you are not sure.

**4** – Enter the dates that the additional pay will be for. Please note: You cannot enter any past-dated information. All information entered must be for work in the future.

**Message**

This job needs to be entered through Recruiting Solutions before a Pre-Authorization can be created (31754,65)

**Indicates no active job for Department.**

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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, Full Time, Non-Exempt Staff in the department of Family Consumer Science.

Ensure the daily rate is 1 ½ times the rate for the Primary Job hourly rate x 8 hours.

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						Application Status			
Empl ID	100034881	Name	Buckets,Cindy R	Empl Rcd	0	Emp Sts	Active	Status	Draft
College	CHHD	Dept	10140 Family Consumer Sciences-8308	Union Cd	R07	Full/Part	Full-Time	Level	1 Submission
Job Cd	1035	Title	Admin Support Coord 12 Mo	FLSA	Nonexempt	Staff Only			

**Pre-Authorization**

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

**Appointment Details**

Job Code	4660	Special Consultant	For Term	Spring Semester 2016	Seq. No.	2		
Position	99741356	Special Consultant	Start Date	07/01/2016	End Date	07/31/2016		
Comp Type	DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate	285.000000	Nbr Of Days	2.00	Est. Comp	570.00

Description of Work: Proctor Writing Exam

**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](#)

**Faculty Affairs Internal Comments**

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

**Application Update Information**

Created On	07/25/2016	Submitted By:		Last Updated By:		At	
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## Primary Job is Staff – no Faculty Appointment

### Step 3 – Entering Information

Pre-Authorization									
Sponsoring Organization: Cal State University (State)		Dept	10140	Family Consumer Sciences-8308	College	CHHD			
Appointment Details		Job Code	4660	Special Consultant	For Term	Spring Semester 2016			
		Position	99741356	Special Consultant	Start Date	07/01/2016	End Date	07/31/2016	
		Comp Type	DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate	285.000000	Nbr Of Days	2.00	
Description of Work:		Proctor Writing Exam]						Est. Comp	570.00

The next step is to enter the **Comp Rate** and the **Number of Days** that the employee will be working. In this case we entered **\$285** as the Comp Rate, and **2 days** for the Number of Days to be worked.

Enter a Description of Work.

**Note:** Staff may only work a total of 50 hours in a week. One day as a Special Consultant counts as 8 hours. The maximum days worked allowed in addition to the regular job is 1 day per week for Full Time Staff.

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"/>

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. This is informational only. It does populate Managers Workbench funding.

## State Automated Additional Pay System Guide Primary Job is Staff – no Faculty Appointment

### Step 3 – Entering Information Continued...

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

The screenshot displays a web form with two main text input areas. The top area is titled "Notes And Comments" and has a red arrow pointing to it. To its right are links for "View All Notes / Comments" and a button for "Add To Notes / Comments". The bottom area is titled "Faculty Affairs Internal Comments" and has links for "View All Internal Comments" and a button for "Add To Internal Comments". Below these sections is a table for "Application Update Information" with columns for "Created On", "Submitted By:", "Last Updated By:", and "At". At the bottom of the form are three buttons: "Save", "Submit", and "Delete".

Application Update Information			
Created On	07/25/2016	Submitted By:	
		Last Updated By:	At

### Save or Submit or Delete

**Save** = Save for later review. You can return to the Pre-authorization and complete it at another time.

**Submit = Finish the Pre-Authorization.** This moves it to the next step in the approval chain.

**Delete** = Cancels the process and does not keep it or send it forward. If you decide later you want to enter that transaction, you will have to start over.

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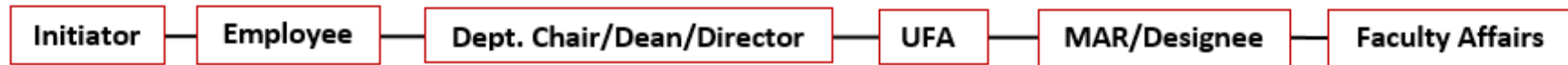
### Primary Job is Staff – no Faculty Appointment

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:

#### Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate					Application Status					
Empl ID	100034881	Name	Buckets,Cindy R	Empl Rcd	0	Emp Sts	Active	Status	Submitted By Human Resources	
College	CHHD	Dept	10140 Family Consumer Sciences-8308	Union Cd	R07	Full/Part	Full-Time	Level	2 Employee Approval	
Job Cd	1035	Title	Admin Support Coord 12 Mo	FLSA	Nonexempt	Staff Only		<a href="#">View Approval History</a>		

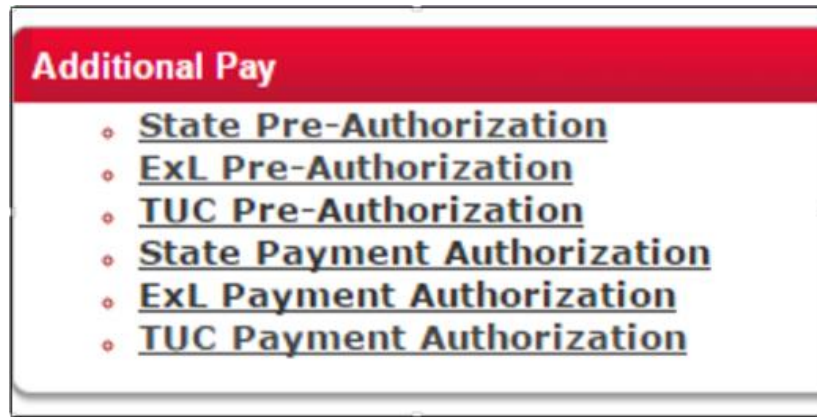
The levels of approval may vary per department or college, but will follow a similar path as the one shown below:



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.

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### 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.

**Addtl Pay State Payment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID:	begins with ▼	<input type="text"/>	🔍
Term:	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"/>	🔍
Seq #:	= ▼	<input type="text"/>	
Name:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Start Date:	= ▼	<input type="text"/>	📅
End Date:	= ▼	<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](#)



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## Primary Job is Staff – no Faculty Appointment

### 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				
<b>Empl ID</b>	100034881	<b>Name</b>	Buckets,Cindy R	<b>Empl Rcd</b>	0	<b>Emp Sts</b>	Active	<b>Status:</b>	In Process
<b>College</b>	CHHD	<b>Dept</b>	10140 Family Consumer Sciences-8308	<b>Union Cd</b>	R07	<b>Full/Part</b>	Full-Time	<b>Level:</b>	1 Submission
<b>Job Cd</b>	1035	<b>Title</b>	Admin Support Coord 12 Mo	<b>FLSA</b>	Nonexempt	<b>Staff Only</b>		<a href="#">View Approval History</a>	

Payment Authorization									
<b>Sponsoring Organization:</b> Cal State University (State)				<b>Dept</b>	10140 Family Consumer Sciences-8308	<b>College</b>	CHHD		
<b>Appointment Details</b>		<b>Job Code</b>	4660 Special Consultant	<b>For Term</b>	Spring Semester 2016		<b>Seq. No.</b>	2	
		<b>Position</b>	99741356 Special Consultant	<b>Start Date</b>	07/01/2016	<b>End Date</b>	07/31/2016		
		<b>Comp Type</b>	DLYRTE CSU Immediate Pay, Daily Rate	<b>Comp Rate</b>	285.000000	<b>Nbr Of Days</b>	2.00	<b>Est. Comp</b>	570.00
<b>Description of Work:</b>		Proctor Writing Exam							

Actual Work Done						Available Work	
Start Date	End Date	Amt Worked	Days Worked Listing	Compensation	Status	Days	
1	07/01/2011		Days Worked Listing			2.00	

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## Primary Job is Staff – no Faculty Appointment

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

Enter the number of days to pay. In this case we used 2.0. Then select the “Days Worked Listing” link.

Actual Work Done							Personalize	Find	First	1 of 1	Last
	Start Date	End Date	Amt Worked	Days Worked Listing	Compensation	Status					
1	07/01/2011	07/31/2011	2.00	Days Worked Listing	570.00					+	-

**Note:** The original appointment period was 07/01/2016. At this step the dates should be changed to match the first day of work and the last day of work entered. Since the days worked were 07/16/16 and 07/23/16, those days become the begin and end days.

Click on a calendar icon to select days or type in.

Click on the + sign to add a day.

### Listing Of Days Worked

Cal State University (State) Spring Semester 2016 Seq. Nbr. 2

Empl ID 100034881 Name Buckets, Cindy R Dept 10140 Family Consumer Sciences-8308  
Job Code 4660 Title Special Consultant Position 99741356 Special Consultant

Each Day Worked From 07/16/2016 To 07/23/2016 Nbr of Days Worked 2.00

	*Date Worked	Day Of Week	Month	Day of Month	Year		
1	07/16/2016	Saturday	July	16	2016	+	-
2	07/23/2016	Saturday	July	23	2016	+	-

Return

Once all the dates have been entered, hit the **Return** button to go back to the previous page.

# State Automated Additional Pay System Guide

## Primary Job is Staff – no Faculty Appointment

### 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 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 Additional Pay Payment Authorization

Primary Job and Current Status of Candidate				Application Status						
Empl ID	100034881	Name	Buckets, Cindy R	Empl Rcd	0	Empl Sts	Active	Status:	Approved By Human Resources	
College	CHHD	Dept	10140 Family Consumer Sciences-8308	Union Cd	R07	Full/Part	Full-Time	Level:	1 Submission	
Job Cd	1035	Title	Admin Support Coord 12 Mo	FLSA	Nonexempt	Staff Only			<a href="#">View Approval History</a>	

**Payment Authorization**

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

**Appointment Details**

Job Code	4660	Special Consultant	For Term	Spring Semester 2016		Seq. No.	2	
Position	99741356	Special Consultant	Start Date	07/01/2016	End Date	07/31/2016		
Comp Type	DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate	285.000000	Nbr Of Days	2.00	Est. Comp	570.00

Description of Work: Proctor Writing Exam

**Actual Work Done** Personalize | Find | 21 | First 1 of 1 Last

Start Date	End Date	Amt Worked	Days Worked Listing	Compensation	Status
07/16/2016	07/23/2016	2.00	Days Worked Listing	570.00	In Process

**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](#)

**Faculty Affairs Internal Comments**

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

**Application Update Information**

Created On 03/17/2016 Submitted By: Stevenson, Katherine Last Updated By: Lichtscheidl, Carmen At 04/01/16 2:19:10.000000PM

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