

The University Corporation Automated Additional Pay System Guide

The Automated Additional Pay System enables employees to enter all additional work performed on campus into an automated system that calculates the employee's available time in compliance with California State University Additional Employment Policy, HR 2002-05 (<http://www.calstate.edu/hradm/policies/hr2002-05.pdf>). All additional work entered in this system requires a two-step process: a **Pre-Authorization**, and a **Payment Authorization**. **Pre-Authorizations** must be entered for all University Corporation work before the work is performed. No exceptions. As such, we highly advise employees to plan out their additional work ahead of time.

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

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Once logged in, locate the **Additional Pay** pagelet and click on the **TUC Pre-Authorization** link.

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

▼ Search Criteria

Empl ID:

Term:

Seq #:

Name:

Last Name:

First Name:

Start Date:

End Date:

Status:

Action Level Description:

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 TUC Pre-Auth

Find an Existing Value | **Add a New Value**

Empl ID: **1**

Term: **2**

Add

[Find an Existing Value](#) | [Add a New Value](#)

On the **Add a New Value** tab, enter the information of the employee who will require the Pre-Authorization for special pay.

1 – Enter the employee’s CSUN employee ID number

2 – Enter the term that the special 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.

You may click on the magnifying glass icon to look up employees by name, or to search for the appropriate term you would like to select.

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The Pre-Authorization Screen

The **Request for Additional Pay Pre-Authorization** page provides information on the employee's current primary appointment under the **Primary Job and Current Status of Candidate** section. In this example, the employee is an Active, Full-Time Instructional Faculty AY in the department of Health Sciences.

The total **FTE** will display, prior to entering the new information. In this case, the faculty employee has a total of 1.001 FTE, and available balance of 0.149. The **available days** for the term chosen also displays. In this case it equates to 12.67 days.

Request For Additional Pay Pre-Authorization - TUC Only

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

Pre-Authorization

Spring Semester 2016 Actual Comp Rate 86712.000 Start Date 01/21/2016 End Date 07/22/2016

Comp Type: Daily Rate Payment Type Pay Rate Nbr of Work Days Estimated Compensation

Description of Work: If Current TUC Employee, Please Indicate Current Time Base

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.000 Other Unapproved Requests: 0.100 Used (Assigned or Approved): 1.001 Used & Requested: 1.101 Available FTE: 0.149 Available Days 12.67

Cost Allocation

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.

Project	PI	Fund	Account	DeptID	Department Name	ADP
<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](#)

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Step 4 – Entering Information

Request For Special Pay Pre-Authorization - TUC Only

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

Pre-Authorization

Spring Semester 2016 Actual Comp Rate 89412.000 Start Date 05/06/2016 End Date 05/20/2016

Comp Type: Daily Rate Payment Type Agreed Upon Pay Rate Pay Rate 500.000000 Nbr of Work Days 3.00 Estimated Compensation 1500.00

Description of Work: If Current TUC Employee, Please Indicate Current Time Base

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.035 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.001 Used & Requested: 1.036 Available FTE: 0.214 Available Days 18.19

Cost Allocation

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.

Project	PI	Fund	Account	DeptID	Department Name	ADP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The next step is to enter a **Start** and **End Date**, select the **Payment Type**, enter the **Pay Rate** and the **Number of Work Days** the employee will be working.

The Payment Type dropdown menu provides two options: 1) Agreed Upon Pay Rate and 2) Base Salary Pay Rate. If the agreed upon pay rate is chosen, the agreed amount should be entered in the Pay Rate section. Otherwise, if the base salary pay rate is selected, the system will automatically populate the Pay Rate section with the employee's primary appointment salary information.

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Request For Additional Pay Pre-Authorization - TUC Only

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

Pre-Authorization

Spring Semester 2016 Actual Comp Rate 86712.000 Start Date 01/21/2016 End Date 07/22/2016

Comp Type: Daily Rate Payment Type Agreed Upon Pay Rate Pay Rate 500.000000 Nbr of Work Days 3.00 Estimated Compensation 1500.00

Description of Work: If Current TUC Employee, Please Indicate Current Time Base

Test

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.035 Other Unapproved Requests: 0.100 Used (Assigned or Approved): 1.001 Used & Requested: 1.136 Available FTE: 0.114 Available Days 9.69

Cost Allocation

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.

Project	PI	Fund	Account	DeptID	Department Name	ADP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the example above, **Agreed Upon Pay Rate** was chosen as the payment type, with a pay rate of \$500, and 3 days of work. Based on this information, the system has calculated how much time this appointment will take up (0.035 FTE), and how much available time is left for this employee to use for the remainder of the term selected (.114 FTE, or 9.69 days).

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Request For Additional Pay Pre-Authorization - TUC Only

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

Pre-Authorization

Spring Semester 2016 Actual Comp Rate 86712.000 Start Date 01/21/2016 End Date 07/22/2016

Comp Type: Daily Rate Payment Type Agreed Upon Pay Rate Pay Rate 500.000000 Nbr of Work Days 3.00 Estimated Compensation 1500.00

Description of Work: If Current TUC Employee, Please Indicate Current Time Base

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.035 Other Unapproved Requests: 0.100 Used (Assigned or Approved): 1.001 Used & Requested: 1.136 Available FTE: 0.114 Available Days 9.69

Cost Allocation

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.

Project	PI	Fund	Account	DeptID	Department Name	ADP	
<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

Notes And Comments

[View All Notes / Comments](#)

A **Description of Work** that will be performed by the employee must be entered in the request. If the employee is a current TUC staff employee, ensure to provide that appointment's time base.

Next, a **Project** ID or **Fund** number must be included in the request. The magnifying glass icon can always be used to search for the correct Project or Fund number needed. You can include notes to your request if needed.

Once all information needed for the request is complete, you may click on the **Submit** button:

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Application Update Information		
Created On: 07/17/2016	Submitted By:	
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>

The request will then go through the following levels of approval:



If the employee who is requesting the additional pay is a PI, then the levels of approval will be as such:



Once all levels of approval are complete, the request will move to the Payment Authorization stage and will remain in “submission” status until the work has been completed and the employee or initiator is ready to certify and enter the dates of the work completed.

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Payment Authorization Stage

Once the employee has completed the work, a Payment Authorization may be initiated. To access the Payment Authorization, follow Step 1 on this guide. Once logged in, locate the Additional Pay pagelet as shown below, and select that **TUC Payment Authorization** link.

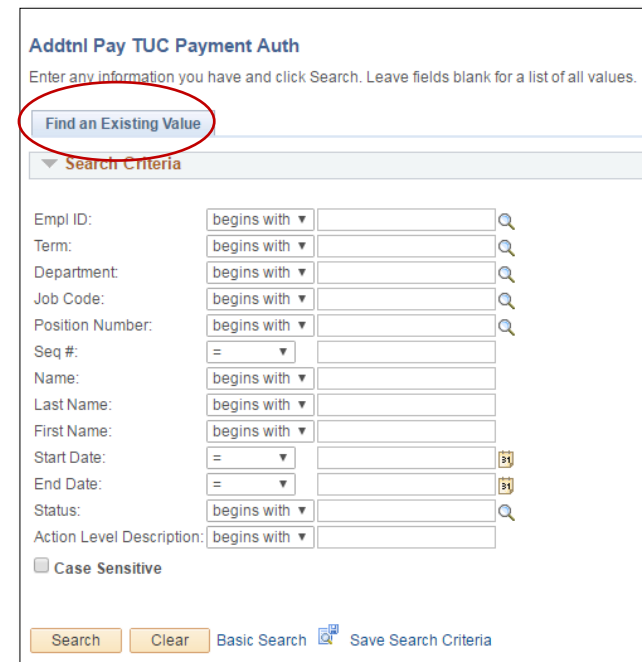


The screenshot shows a red header with the text "Additional Pay". Below the header is a list of six items, each preceded by a diamond icon and underlined. The last item, "TUC Payment Authorization", is highlighted with a blue background.

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

A new page will open where you will be able to find existing values. Notice that under the Payment Authorization there is no option to “add a new value”. This is because no payment authorizations can be initiated without a pre-authorization of the work.

To find existing values, you may search for the employee by entering the Employee ID, or you may search for that employee by clicking on the magnifying glass. You may also just hit the “search” button to pull up all your current existing values.



The screenshot shows a search interface titled "Addtl Pay TUC Payment Auth". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A button labeled "Find an Existing Value" is circled in red. 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 and a search icon. At the bottom, there are buttons for "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 example 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.

Under the **Actual Work Done** section, select the Start Date and End Date of when the work was performed. You may either enter the dates, or click on the calendar icon to select dates. Next, enter the total number of days worked under the **Amount Worked** section. Entering this information will automatically calculate the compensation total and the FTE used.

You may enter comments in the Notes section if needed, otherwise you may hit the “submit” button, which will certify that the information entered complies with all applicable regulations.

Request For Additional Pay Payment Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Active	Status
CHHD	10141 Health Sciences-8285	R03	Full/Part	Full-Time	Approved By Faculty Affairs
Job Cd	Title	FLSA	Exempt	Faculty	Level 1 Submission
2360	Instr Fac AY				View Approval History

Payment Authorization					
Spring Semester 2016		Start Date	01/21/2016	End Date	07/16/2016
Comp Type	Daily Rate	Payment Type	Base Salary Pay Rate	Pay Rate	364.947000
			Nbr of Work Days	7.00	Estimated Compensation
					2554.63
Description of Work:			If Current TUC Employee, Please Indicate Current Time Base		
Test			N/A		

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.082 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.083 Used & Requested: 1.083 Available: 0.167 Available Days: 14.20

Actual Work Done										Actual Used		Actual Available	
Start Date	End Date	Amt Worked	Compensation	FTE	Status	Paid	Check Nbr	Issue Date		FTE	Days		
1										0.000	7.00		

Cost Allocation

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.

Project	PI Emplid	PI	Fund	Account	DeptID	Department Name	ADP
	100010911		A3026				

Notes And Comments

[View All Notes / Comments](#)

Application Update Information

Created On: 07/12/2016 Submitted By: Last Updated By: At 07/12/16 10:38:23.000000AM

Certification By Payee

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#)

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Once the information for work completed has been entered and submitted, the request will then go to the approver next in line, until it reaches the last level of approval to issue payment.

Request For Additional Pay Payment Authorization - TUC Only

Primary Job and Current Status of Candidate						Application Status	
Empl ID	████████	Name	████████	Empl Rcd	0	Emp Sts	Active
College	CHHD	Dept	10141 Health Sciences-8285	Union CD	R03	Full/Part	Full-Time
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty	
						Status	Submitted By Initiator
						Level	3 PI Approval
						View Approval History	

Payment Authorization							
Spring Semester 2016			Start Date	01/21/2016	End Date	07/16/2016	
Comp Type	Daily Rate	Payment Type	Base Salary Pay Rate	Pay Rate	364.947000	Nbr of Work Days	7.00
				Estimated Compensation	2554.63		
Description of Work:			If Current TUC Employee, Please Indicate Current Time Base				
Test			N/A				

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.082 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.083 Used & Requested: 1.083 Available: 0.167 Available Days: 14.20

Actual Work Done										Actual Used		Actual Available	
Start Date	End Date	Amt Worked	Compensation	FTE	Status	Paid	Check Nbr	Issue Date		FTE	Days		
1 04/18/2016	05/30/2016	7.00	2554.63	0.082	Submitted	<input type="checkbox"/>				0.082	7.00		

Cost Allocation

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.

Project	PI Emplid	PI	Fund	Account	DeptID	Department Name	ADP
	100010911	████████	A3026				

Notes And Comments

Testing Payment Authorization

 Added by E0011847 - Rubino,Louis G on 2016/07/20 at 10:01 AM

[View All Notes / Comments](#)

Application Update Information

Created On: 07/12/2016 Submitted By: ██████████ Last Updated By: ██████████ At 07/20/16 10:01:53.000000AM

Certification By Payee

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations

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If for any reason the employee is not able to perform the work he/she has agreed to and submitted as a pre-authorization, the “Close/Release” button option is available in the Payment Authorization page to release the time that had been reserved by the pre-authorization request.

Application Update Information

Created On: 06/22/2016 Submitted By: [REDACTED] Last Updated By: [REDACTED] At 06/22/16 10:38:48.000000AM

Certification By Payee

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations

Submit

Save

Close/Release

Return to Search Previous in List Next in List Refresh