Automated Additional Pay System - How to Approve Guide

As an approver of Additional Pay Pre-Authorization and Payment Authorization requests, you will receive a system-generated email notification stating that either a Pre-Authorization or Payment Authorization in one of the three designated areas (State, TUC, or ExL) have been submitted for an employee, and that it requires your approval.

**Step 1 – Logging In**

To locate the request(s) you receive a notification for, simply start by logging in the myNorthridge Portal:

Next, locate the Additional Pay pagelet and click on the specific Pre-Authorization or Payment Authorization link you need in order to approve your pending request.
Step 2 – Find Pending Request

Once on the next page, ensure that you are on the **Find an Existing Value** tab. From here, you may either enter the information for the employee’s request you are looking for, or simply click on the “**Search**” button at the bottom of the page.

Clicking the **Search** button will result in all requests that are pending your approval under that area (State, TUC, or ExL) to populate. Any requests which you may have initiated will show here as well.
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Step 3 – Review and Approve Request

Once on the request page, review the information submitted, and either click on the Approve or Deny button at the bottom of the page:
Approve a Request:

Once a request is approved, it will go to the next person on the approval path for further approval. Approval path varies depending on the department and area (State, TUC, ExL).

Deny a Request:

If you wish to deny a request, it is recommended that a comment be included in the Notes and Comments section of the request, so that the requestor understands why the request is being denied. When a request is denied, no matter what level of the approval path the denial is taking place, the request will be sent back to the initiator. Depending on the reason why the request was denied, the initiator may either choose to delete the request, or they may choose to make the necessary changes to resubmit it and start the approval process again.