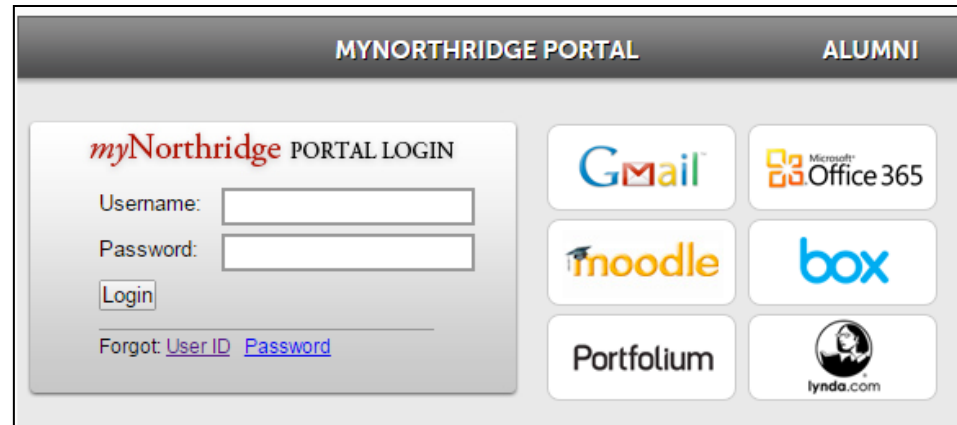


Automated Additional Pay System - How to Approve Guide

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:



Additional Pay

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

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.

Automated Additional Pay System - How to Approve Guide

Step 2 – Find Pending Request

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 ▼ 🔍

Department: begins with ▼ 🔍

Job Code: begins with ▼ 🔍

Position Number: begins with ▼ 🔍

Term: begins with ▼ 🔍

Start Date: = ▼ 📅

End Date: = ▼ 📅

Seq #: = ▼

Name: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Status: begins with ▼ 🔍

Action Level Description: begins with ▼

Case Sensitive

Search | Clear | Basic Search 🔍 | Save Search Criteria

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.

Automated Additional Pay System - How to Approve Guide

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:

Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate						Application Status			
Empl ID	████████	Name	Initiator,Lew	Empl Rcd	0	Emp Sts	Active	Status	Submitted By Faculty Affairs
College	CHHD	Dept	10141 Health Sciences-8285	Union Cd	R03	Full/Part	Full-Time	Level	2 Employee Approval
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty			View Approval History

Pre-Authorization

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

Appontment Details Job Code 2403 FT Faculty Unit-Addtl Emplmt For Term Fall Semester 2016
Position 99745208 FT Faculty Unit-Addtl Emplmt *Start Date 10/01/2016 *End Date 12/31/2016 [Set Payments For Job 2403](#)
Est. Comp 800.00

*Description of Work: Enter full description of work that will be performed.

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.050 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.001 Used & Requested: 1.051 Available: 0.199 Available Months 0.81

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 09/22/2016 Submitted By: ██████████ Last Updated By: ██████████ At 09/22/16 2:08:37.000000PM

Automated Additional Pay System - How to Approve Guide



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.