

Immediate Pay Job Codes - 4660, 2322, 2323, 2356, 2363

Immediate Pay job codes require a two-step process: A **pre-authorization** of the work, and a **payment authorization** to submit the time for the work completed. Pre-authorizations should be submitted for approval in the automated system as soon as the employee agrees to do the work. A payment authorization cannot be entered until the pre-authorization has been all the way approved, and the work has officially been completed.

When ready to submit a payment authorization, follow The University Payroll Calendar, which shows the following symbol as the deadline to submit Additional Pay Payment Authorizations to Faculty Affairs:

▼	Authorizations for Special Pay (ASP) – Special pay authorizations due to Faculty Affairs.
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Example: An employee agrees to work on a project on October 8 and October 15. A pre-authorization of the work is submitted by the initiator and is approved prior to October 8. Once the employee has completed the work, a payment authorization should be submitted and approved by the Authorization for Additional Pay deadline, shown in the image below as October 26:

October 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 ◆	4 ◆◆	5 #	6	7	8
9	10 ✓	11	12	13 I	14 ●	15
16	17	18 F	19 ★	20	21 ☒	22
23	24	25	26 ▼	27	28	29
30	31 ○					

Pay Period 10/01/16 – 10/31/16 (21 days)

When payment authorization requests are submitted by this deadline, employees can expect to receive their payment by the 15th of the following month.

2403 – Full-Time Faculty Additional Employment

Job code 2403 only requires one-step: A **pre-authorization** of the work to be performed. Job Code 2403 is a **monthly appointment**; it starts at the beginning of the pay period. Thus, departments should enter pre-authorizations prior to beginning of pay month.

Requests should be received by Human Resources by the 9th of the month, meaning that departments should submit requests in the automated system **prior** to the beginning of that month.

Example: If appointment is set for 10/01/16 – 12/31/16, department should enter request in the automated system by 9/30/16; approvals at all levels should be done by the 9th of the month (10/09/16). If the 9th falls on a holiday or weekend, submit by the business day prior to that day.

As a monthly appointment, Job Code 2403 goes through the MPC approval process. Follow the symbols on the University Payroll Calendar for MPC deadlines:

	Master Payroll Certification (MPC)
I	Initial Run – Payroll data captured and available for review and certification.
F	Final Run – Final payroll data captured and available for review and certification.
★	Last day to certify MPC and submit exceptions to Payroll Administration.

September 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				◆ ◆	#	
4	5	6	7	8	9	10
					✓	
11	12	13	14	15	16	17
			I	●		
18	19	20	21	22	23	24
	F	★		☒		
25	26	27	28	29	30	
		▼			○	

MPC Approvals— If employee **does not** end up working:

- 1) Do NOT certify MPC.
- 2) Contact Faculty Affairs immediately via email at additional.pay@csun.edu

If MPC is certified, but employee is not working:

- 1) Contact Faculty Affairs immediately via email at additional.pay@csun.edu
- 2) If notification is not received by Payroll Cutoff ☒, this will result in a Accounts Receivable for the month.