



## Summer Additional Pay

In order to keep better track of faculty's time and availability, the Summer Additional Pay module will require initiators to gather information from their faculty relating to summer teaching before a request can be initiated in the Additional Pay System. Please check the system for the date ranges of each session.

### Days Available for Additional Work

- Academic Year Faculty: 75 days (125%)
- 12-month Faculty: 15 days (25%)

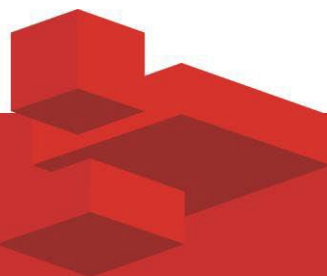
### How to Use the System

- 1) When entering a new request in the Additional Pay system for any of the modules (State, Extended Learning or TUC), you will get the following message:

Message

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Is the employee for this additional pay request teaching courses (2357/2457) this summer?



2) If the employee is teaching during summer, select "Yes" and complete the following page:

Summer Session Course Units Teaching Load								
Assigned Teaching Workload By Session								
Session	Session Begin Date	Session End Date	Weeks Of Instr	Assigned Units	Hours Per Week	Total Wkly Hours	Hrs Remaining	Days Left
Session 1	05/29/2018	08/21/2018	12	<input type="text"/>				
Session 2	05/29/2018	07/10/2018	6	<input type="text"/>				
Session 3	07/11/2018	08/21/2018	6	<input type="text"/>				

The system will calculate the total time each class that the faculty is teaching will take in a given session, and it will also provide the total time left for other additional work thereafter. **Please note:** 12-month faculty who are teaching even one course over summer will not be allowed to do any other additional work.

3) Next, you will be taken to the main application page where you can enter all the additional employment information.

a. **State Requests:** You must indicate in which summer session (Session 1, 2, or 3) the additional work will take place in. This is especially important if the faculty is teaching any summer courses, as their time will be limited during those sessions:

Request For Additional Pay Pre-Authorization					
<b>Primary Job and Current Status of Candidate</b>				<b>Application Status</b>	
Empl ID <input type="text"/>	Name <input type="text"/>	Empl Rcd 0	Emp Sts Active	Status <b>Draft</b>	
College <input type="text"/>	Dept <input type="text"/>	Union Cd R03	Full/Part Full-Time	Level <b>1 Submission</b>	
Job Cd 2387	Title Grnt Rltd Spc Fnd Inst Fac AY	FLSA Exempt	Faculty		
<b>Pre-Authorization</b>					
Sponsoring Organization: Cal State University (State)			Dept 10158 Biology-8303	College SCI_MATH	
<b>Appontment Details</b>		Job Code 4660 Special Consultant	Summer Term 2018	Session <input type="text"/>	
Position 99741495 Special Consultant		*Start Date <input type="text"/>	*End Date <input type="text"/>		
Comp Type DLYRTE CSU Immediate Pay, Daily Rate		Comp Rate <input type="text"/>	Nbr Of Days <input type="text"/>	Est. Comp	
*Description of Work: <input type="text"/>					
<b>FTE Counts (Max FTE Allowed is 1.25)</b>					
Assigned by Job: 0.000000	This Request: 0.000000	Other Requests: 0.000000	Total Assigned and Requested: 0.000000	Available: 1.250000	Available Days 75.00

The initiator will still be able to indicate more specific date ranges if needed within the session they select. For example, they can select Session 2, and enter a start date of June 1, and an end date of June 5. As long as it falls within the selected session, any dates can be used.

- b. **TUC Requests:** You must indicate the summer session that the work is taking place in. If no courses are being taught by the faculty over summer, we recommend selecting Session 1 to cover the entire summer term:

Request For Additional Pay Pre-Authorization - TUC Only			
<b>Primary Job and Current Status of Candidate</b>			
Empl ID [REDACTED]	Name [REDACTED]	Empl Rcd 0	[REDACTED]
College [REDACTED]	Dept [REDACTED]	Union CD R03	Full/Part Full-Time
Job Cd 2360	Title Instr Fac AY	FLSA Exempt	Faculty
<b>Application Status</b>			
Status <b>Draft</b>			
Level <b>1 Submission</b>			
<b>Pre-Authorization</b>			
Summer Term 2018	Session <b>Session 1</b>	*Start Date 05/29/2018	*End Date 08/21/2018
Comp Type: Daily Rate	Actual Comp Rate 91824.000		
*Payment Type	Pay Rate	Nbr of Work Days	Total Compensation
<input type="checkbox"/> Lock Compensation			
*Description of Work:			
<b>Apply FTE for Annualization</b>			
Assigned by Job: 0.000000	This Request: 0.000000	Other Requests: 0.000000	Total Assigned and Requested: 0.000000
Available FTE: 1.250000	Available Days	75.00	

- c. **ExL Requests:** Per an agreement with Extended Learning, requests that are entered for ExL will automatically populate Session 1 as the selected session. The initiator can, however, make changes to the start and end dates as needed:

Request For Additional Pay Pre-Authorization			
<b>Primary Job and Current Status of Candidate</b>			
Empl ID [REDACTED]	Name [REDACTED]	Empl Rcd 0	Emp Sts Active
College [REDACTED]	Dept [REDACTED]	Union Cd R03	Full/Part Part-Time
Job Cd 2358	Title Lecturer AY	FLSA Exempt	Faculty
<b>Application Status</b>			
Status <b>Draft</b>			
Level <b>1 Submission</b>			
<b>Pre-Authorization</b>			
Sponsoring Organization: <b>Extended Learning (ExL)</b>		Dept 10262	ExL Grad Professional Ed-8352
		College EXL	
<b>Appontment Details</b>		<b>Summer Term 2018</b>	
Job Code 4660	Special Consultant	Session	Session 1
Position 99743146	Special Consultant	*Start Date 05/29/2018	*End Date 08/21/2018
Comp Type DLYRTE	CSU Immediate Pay, Daily Rate	Comp Rate	Nbr Of Days
*Description of Work:		Est. Comp	
<b>Extended Learning Additional Information Required</b>			
*Project ID	Rank 2	Enrl 0	Contract Agreement <a href="#">View Entire Contract</a>
Pay Plan	Weeks 12	CS Nbr	
Class #	Subject	Catalog	Title
		<input type="checkbox"/> ExL Only Units	
<b>FTE Counts (Max FTE Allowed is 1.25)</b>			
Assigned by Job: 0.000000	This Request: 0.000000	Other Requests: 0.016667	Total Assigned and Requested: 0.016667
Available: 1.233333	Available Days	74.00	

If a faculty ends up teaching a class during summer, or if a class they were teaching has been cancelled after the initiator has entered a request in the system, please notify Faculty Affairs to make changes to the system as necessary: [additional.pay@csun.edu](mailto:additional.pay@csun.edu).