

# **Additional Pay System**

## **Sponsored Programs Resource Fair**

**Presented by:**

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**CSUN**

# Additional Employment Policy

Per the Faculty Collective Bargaining Agreement (CBA) and the CSU System-Wide Additional Employment Policy (HR 2002-05), the limit of total workload is 125% (25% overage of full-time time base).

## Additional Employment Availability

- Fall 2017: 21 days total (25%)
- Spring 2018: 22 days total (25%)

The number of days available each semester is the total across all areas (State, ExL, TUC) combined.

# Additional Pay System

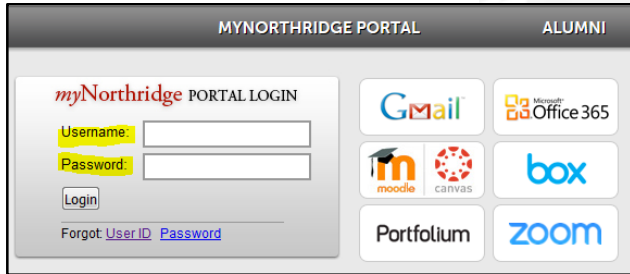
- Enables us to track additional employment across all areas (State, TUC, ExL)
- Accessible through the MyNorthridge Portal
- Two-step process
  - Pre-Authorization of work
  - Payment Authorization

## Additional Pay

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

# Additional Pay System

## How to Access



MYNORTHBRIDGE PORTAL ALUMNI

myNorthridge PORTAL LOGIN

Username:

Password:

Login

Forgot [User ID](#) [Password](#)

Gmail Microsoft Office 365

moodle canvas box

Portfolium zoom

Go to [www.csun.edu](http://www.csun.edu) and locate the **MyNorthridge Portal** login window. Once located, proceed by logging in.

Once logged in, locate the Additional Pay pagelet and select the appropriate option to proceed.

### Additional Pay

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

# Additional Pay System

## How to Access

When in the TUC Pre-Authorization window, there will be two options: ***Find an Existing Value*** and ***Add a New Value***.

**Addnl Pay TUC 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 [ ] 🔍  
Term: begins with [ ] 🔍  
Seq #: = [ ]  
Name: begins with [ ]  
Last Name: begins with [ ]  
First Name: begins with [ ]  
Start Date: = [ ] 📅  
End Date: = [ ] 📅  
Status: begins with [ ] 🔍  
Action Level Description: begins with [ ]

Case Sensitive

Search Clear Basic Search 📄 Save Search Criteria

Use ***Find an Existing Value*** when searching for a request that requires your approval, or to find out the approval status of a request.

**Pro Tip:** To search for all pending requests, simply hit the “search” button at the bottom of the page. If looking for an individual request, enter the Employee ID number or the individual’s name. You do **not** have to complete all the fields in this section.

# Additional Pay System

## How to Access

**Addnl Pay TUC Pre-Auth**

Empl ID:  🔍

Term:  🔍

Use **Add a New Value** when entering a brand new request.

Simply enter the Employee ID number of the individual who will be receiving the payment, along with the term that the payment is for.

**Pro Tip:** If you do not know the Employee ID number of the individual the request is for, click on the magnifying glass and enter the individual's name. This will pull up that person's ID number. Same process should be followed for the Term.

# Additional Pay System Entering a Request

Request For Additional Pay Pre-Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	Draft
College	Dept	Union CD	Full/Part	Level	1 Submission
Job Cd	Title	FLSA	Exempt	Faculty	

**Pre-Authorization**

Fall Semester 2017    Actual Comp Rate 171480.000    \*Start Date 08/23/2017 [BY]    \*End Date 12/22/2017 [BY]     Lock Compensation

Comp Type: Daily Rate    \*Payment Type [v]    Pay Rate [ ]    Nbr of Work Days [ ]    Total Compensation [ ]

\*Description of Work:

[ ]

**Apply FTE for Annualization**

Assigned by Job: 1.000000    This Request: 0.000000    Other Requests: 0.000000    Total Assigned and Requested: 1.000000    Available FTE: 0.250000    Available Days 21.00

**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	Fund	Account	DeptID	Department Name	ADP
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Notes And Comments**

[ ]

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

Employee's primary job information

Information for this request

Time available for additional work

Grant information

# Additional Pay System Entering a Request

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	SCI_MATH	Dept	10165 Physics & Astronomy-8268	Union CD	R03	Full/Part	Full-Time	Level	1 Submission
Job Cd	2387	Title	Grnt Rltd Spc Fnd Inst Fac AY	FLSA	Exempt	Faculty			

**Pre-Authorization**

Fall Semester 2017    Actual Comp Rate 171480.000    \*Start Date 08/23/2017      \*End Date 12/22/2017       Lock Compensation

Comp Type: Daily Rate    \*Payment Type:     Pay Rate     Nbr of Work Days     Total Compensation

\*Description of Work:

**Apply FTE for Annualization**

Assigned by Job: 1.000000    This Request: 0.000000    Other Requests: 0.000000    Total Assigned and Requested: 1.000000    Available FTE: 0.250000    Available Days 21.00

**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	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](#)

If your grant requires that you be paid out using your base salary pay rate, be sure to select this option under the **Payment Type** dropdown.



# Additional Pay System Entering a Request

Request For Additional Pay Pre-Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	
College	Dept	Union CD	Full/Part	Level	
Job Cd	Title	FLSA	Faculty	Submission	

Actual Comp Rate: 171480.000  
\*Start Date: 08/23/2017  
\*End Date: 12/22/2017  
Lock Compensation:   
Comp Type: Daily Rate  
\*Payment Type: Base Salary Pay Rate  
Pay Rate: 1008.706006  
Nbr of Work Days: 15.00  
Total Compensation: 15130.59

\*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 This Request: 0.178575 Other Requests: 0.000000 Total Assigned and Requested: 1.178575 Available FTE: 0.071425 Available Days: 6.00

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	Fund	Account	DeptID	Department Name	ADP

Notes And Comments

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

Once the Base Salary Pay Rate has been calculated, you may choose how many days of work need to be used to work on your project. This will automatically calculate the **Total Compensation** for you.

# Additional Pay System Entering a Request

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	SCI_MATH	Dept	10165 Physics & Astronomy-8268	Union CD	R03	Full/Part	Full-Time	Level	1 Submission	
Job Cd	2387	Title	Gmnt Rltd Spc Fnd Inst Fac AY	FLSA	Exempt	Faculty				

**Pre-Authorization**

Fall Semester 2017    Actual Comp Rate 171480.000    \*Start Date 08/23/2017      \*End Date 12/22/2017       Lock Compensation

Comp Type: Daily Rate    \*Payment Type Base Salary Pay Rate    Pay Rate 1008.706000    Nbr of Work Days 9.91    Total Compensation 10000.00

\*Description of Work:  
Enter description of work here!

**Apply FTE for Annualization**

Assigned by Job: 1.000000    This Request: 0.117979    Other Requests: 0.000000    Total Assigned and Requested: 1.117979    Available FTE: 0.132021    Available Days 11.09

**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"/>

Be sure to enter a brief, but thorough description of work in the **Description of Work** section, and be sure to enter the correct and actual information for your grant.

# Additional Pay System Submitting a Request

Request For Additional Pay Pre-Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	
College	Dept	Union CD	Full/Part	Level	
Job Cd	Title	FLSA	Faculty		

Actual Comp Rate 171480.000 \*Start Date 08/23/2017 \*End Date 12/22/2017 Lock Compensation Seq. No. 2

Comp Type: Daily Rate \*Payment Type Base Salary Pay Rate Pay Rate 1008.706000 Nbr of Work Days 9.91 Total Compensation 10000.00

\*Description of Work:  
Description here

Assigned by Job: 1.000000 This Request: 0.117979 Other Requests: 0.059525 Total Assigned and Requested: 1.177504 Available FTE: 0.072496 Available Days 6.09

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
40054105	Kioussis,Nicholas	S4000				

Notes And Comments

View All Notes / Comments  
Add To Notes / Comments

Application Update Information

Created On: 10/09/2017 Submitted By: Last Updated By: At

Save Submit Delete

Once the request has been completed, you may either **Save** the request, or **Submit** it by clicking on the appropriate button at the bottom of the page.

# Additional Pay System Submitting a Request

Request For Additional Pay Pre-Authorization - TUC Only

**Primary Job and Current Status of Candidate**

Empl ID	██████████	Name	██████████	Empl Rcd	0	Emp Sts	Active	<b>Application Status</b>
College	SCI_MATH	Dept	10165 Physics & Astronomy-8268	Union CD	R03	Full/Part	Full-Time	Status Submitted By Initiator
Job Cd	2387	Title	Gmt Rltd Spc Fnd Inst Fac AY	FLSA	Exempt	Faculty		Level 2 Employee Approval
								<a href="#">View Approval History</a>

**Pre-Authorization**

Fall Semester 2017	Actual Comp Rate	171480.000	*Start Date	08/23/2017	*End Date	12/22/2017	<input checked="" type="checkbox"/> Lock Compensation	Seq. No.	2
Comp Type:	Daily Rate	*Payment Type	Base Salary Pay Rate	Pay Rate	1008.706000	Nbr of Work Days	9.91	Total Compensation	10000.00

\*Description of Work:  
Description here

**Apply FTE for Annualization**

Assigned by Job: 1.000000    This Request: 0.117979    Other Requests: 0.059525    Total Assigned and Requested: 1.177504    Available FTE: 0.072496    Available Days: 6.09

**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
40054105	Kioussis,Nicholas	S4000				

**Notes And Comments**

[View All Notes / Comments](#)

**Application Update Information**

Created On: 10/09/2017    Submitted By: Ankeny,Mary A    Last Updated By: Ankeny,Mary A    At 10/09/17 10:59:39.000000AM

Once request has been submitted, the status of the request can be viewed at the top right of the page.

# Additional Pay System Approving a Request

Request For Additional Pay Pre-Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	Submitted By Initiator
College	Dept	Union CD	Full/Part	Level	2 Employee Approval
Job Cd	Title	FLSA	Faculty	<a href="#">View Approval History</a>	

**Pre-Authorization**

Fall Semester 2017	Actual Comp Rate	*Start Date	*End Date	<input checked="" type="checkbox"/> Lock Compensation	Seq. No.
Comp Type: Daily Rate	*Payment Type	Pay Rate	Nbr of Work Days	Total Compensation	10000.00

\*Description of Work:  
Description here

**Apply FTE for Annualization**

Assigned by Job: 1.000000    This Request: 0.117979    Other Requests: 0.059525    Total Assigned and Requested: 1.177504    Available FTE: 0.072496    Available Days: 6.09

**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
40054105	Kloussis,Nicholas	S4000				

**Notes And Comments**

[View All Notes / Comments](#)  
[Add To Notes / Comments](#)

**Faculty Affairs Internal Comments**

[View All Internal Comments](#)  
[Add To Internal Comments](#)

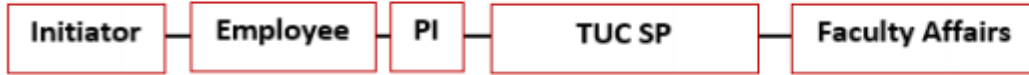
**Application Update Information**

Created On: 10/09/2017    Submitted By: Ankeny,Mary A    Last Updated By: Ankeny,Mary A    At: 10/09/17 10:59:39.000000AM

The next person in the approval path will receive an automated message letting them know that a request is pending their approval. Follow the same steps as before to access the request, and once there, you can either **Approve** or **Deny** the request at the bottom of the page.

# Additional Pay System TUC Approvals

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.

# Questions & Information

- For policy and training guides, please visit the Additional Pay website:  
<http://www.csun.edu/faculty-affairs/additionalpay>
- For questions and inquiries related to the Additional Pay system, please contact [additional.pay@csun.edu](mailto:additional.pay@csun.edu)