

The University Corporation Automated Additional Pay System Guide

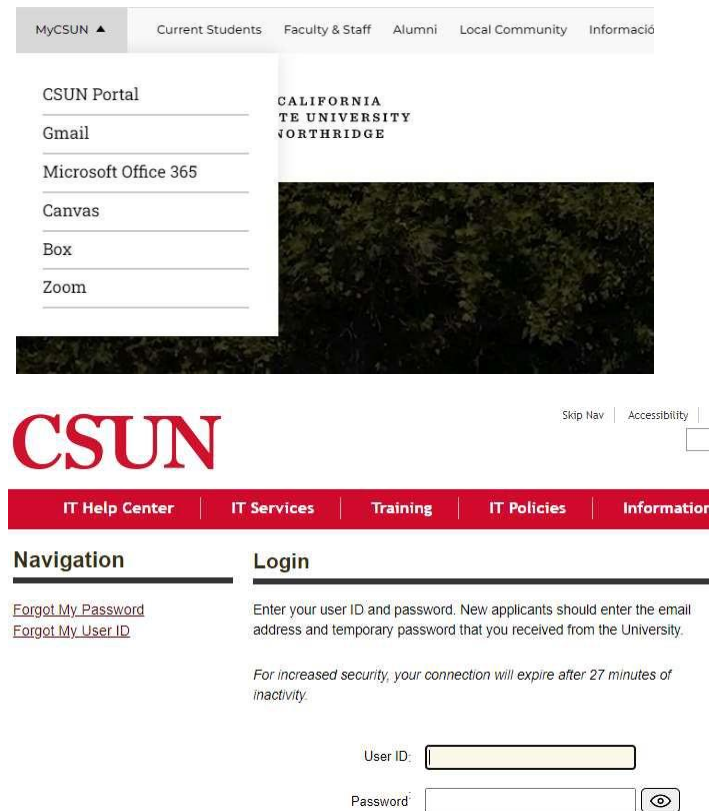
The Automated Additional Pay System enables employees to enter all additional work performed on campus into an automated system that calculates the employee's available time in compliance with California State University Additional Employment Policy, HR 2002-05 (<http://www.calstate.edu/hradm/policies/hr2002-05.pdf>). All additional work entered in this system requires a two-step process: a **Pre-Authorization**, and a **Payment Authorization**. **Pre-Authorizations** must be entered for all University Corporation work before the work is performed. No exceptions. As such, we highly advise employees to plan out their additional work ahead of time.

Pre-Authorization Stage:

Step 1 – Logging In

CSUN portal

Log into the **CSUN Portal**



The screenshot shows the CSUN Portal login page. At the top, there is a navigation bar with links: MyCSUN, Current Students, Faculty & Staff, Alumni, Local Community, and Information. Below this, a dropdown menu is open, showing links to CSUN Portal, Gmail, Microsoft Office 365, Canvas, Box, and Zoom. To the right of the dropdown is a large image of a tree. Below the image, the CSUN logo is displayed. To the right of the logo are links for Skip Nav, Accessibility, and a search icon. Below the logo is a red navigation bar with links: IT Help Center, IT Services, Training, IT Policies, and Information. Below this bar, the page is divided into two sections: Navigation and Login. The Navigation section has links for Forgot My Password and Forgot My User ID. The Login section has a text box for entering user ID and password, a note about new applicants, and a security warning. At the bottom, there are input fields for User ID and Password, with a toggle icon for the password field.

MyCSUN ▲ Current Students Faculty & Staff Alumni Local Community Information

CSUN Portal
Gmail
Microsoft Office 365
Canvas
Box
Zoom

CALIFORNIA
TE UNIVERSITY
NORTH RIDGE

CSUN

Skip Nav Accessibility

IT Help Center IT Services Training IT Policies Information

Navigation


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

Login

Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

For increased security, your connection will expire after 27 minutes of inactivity.

User ID:

Password: 

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Once logged in, locate the **Additional Pay** pagelet and click on the **TUC Pre-Authorization** link.

Campus & Operations ▾ Faculty ▾ Financial Services ▾ **HR ▾** Student Admin ▾ My Menu ▾

Payroll

Human Resources

1

My HR

- Compensation History
- Tax Withholding Change
- eRefund

Payroll Resources

- CalConnect
- Payroll Calendar
- Direct Deposit
- Verification of Employment
- Additional Pay**
- TUC Check Request Form

Campus & Operations ▾ Faculty ▾ Financial Services ▾ **HR ▾** Student Admin ▾ My Menu ▾

Additional Pay

Human Resources

2

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

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Step 2a – Searching for Existing Values

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 ▼	<input type="text"/>	
Term:	begins with ▼	<input type="text"/>	
Seq #:	= ▼	<input type="text"/>	
Name:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Start Date:	= ▼	<input type="text"/>	
End Date:	= ▼	<input type="text"/>	
Status:	begins with ▼	<input type="text"/>	
Action Level Description:	begins with ▼	<input type="text"/>	

☐ **Case Sensitive**

Search **Clear** **Basic Search**  **Save Search Criteria**

Once in the Pre-Authorization page, there are two options:
Find an Existing Value and **Add a New Value**.

On the **Finding an Existing Value** tab, you can search for any Pre-Authorizations you have entered previously by entering the employee's information in the appropriate search fields.

You may also just hit the "search" button without entering any information, and any previously entered Pre-Authorizations should come up.

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Step 2b – Adding a New Value

Addnl Pay TUC Pre-Auth

Find an Existing Value | **Add a New Value**

Empl ID:

Term:

Add

Find an Existing Value | Add a New Value

On the **Add a New Value** tab, enter the information of the employee who will require the Pre-Authorization for special pay.

1 – Enter the employee’s CSUN employee ID number

2 – Enter the term that the special pay will be for, such as Spring 2016. Please note: You cannot enter any past-dated information. All information entered must be for work in the future.

You may click on the magnifying glass icon to look up employees by name, or to search for the appropriate term you would like to select.

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The Pre-Authorization Screen

The **Request for Additional Pay Pre-Authorization** page provides information on the employee's current primary appointment under the **Primary Job and Current Status of Candidate** section. In this example, the employee is an Active, Full-Time Instructional Faculty AY in the department of Health Sciences.

The total **FTE** will display, prior to entering the new information. In this case, the faculty employee has a total of 1.001 FTE, and available balance of 0.149. The **available days** for the term chosen also displays. In this case it equates to 12.67 days.

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
College	CHHD	Dept	10141 Health Sciences-8285	Union CD	R03	Full/Part	Full-Time
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty	

Pre-Authorization						
Spring Semester 2016	Actual Comp Rate	86712.000	Start Date	01/21/2016	End Date	07/22/2016
Comp Type: Daily Rate	Payment Type		Pay Rate		Nbr of Work Days	
Description of Work:			If Current TUC Employee, Please Indicate Current Time Base			

FTE Counts (Max FTE Allowed is 1.25)					
This Request:	0.000	Other Unapproved Requests:	0.100	Used (Assigned or Approved):	1.001
Used & Requested:	1.101	Available FTE:	0.149	Available Days	12.67

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

Notes And Comments	

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

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Step 4 – Entering Information

Request For Special Pay Pre-Authorization - TUC Only					
Current Status of Faculty Candidate					Application Status
Empl ID	██████████	Name	██████████	Empl Rcd	0
College	CHHD	Dept	10141 Health Sciences-8285	Emp Sts	Active
Job Code	2360	Title	Instr Fac AY	Union CD	R03
				Full/Part	Full-Time
				Faculty	
Pre-Authorization					
Spring Semester 2016	Actual Comp Rate	89412.000	Start Date	05/06/2016	31
Comp Type: Daily Rate	Payment Type	Agreed Upon Pay Rate	Pay Rate	500.000000	Nbr of Work Days 3.00
Description of Work:			If Current TUC Employee, Please Indicate Current Time Base		
<div></div>			<div></div>		
FTE Counts (Max FTE Allowed is 1.25)					
This Request:	0.035	Other Unapproved Requests:	0.000	Used (Assigned or Approved):	1.001
				Used & Requested:	1.036
				Available FTE:	0.214
				Available Days	18.19
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
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	ADP

The next step is to enter a **Start** and **End Date**, select the **Payment Type**, enter the **Pay Rate** and the **Number of Work Days** the employee will be working.

The Payment Type dropdown menu provides two options: 1) Agreed Upon Pay Rate and 2) Base Salary Pay Rate. If the agreed upon pay rate is chosen, the agreed amount should be entered in the Pay Rate section. Otherwise, if the base salary pay rate is selected, the system will automatically populate the Pay Rate section with the employee's primary appointment salary information.

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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	
CHHD	10141 Health Sciences-8285	0	Active	Draft	
College	Dept	Union CD	Full/Part	Level	
2360	Instr Fac AY	R03	Full-Time	1 Submission	
Job Cd	Title	FLSA	Exempt	Faculty	
Pre-Authorization					
Spring Semester 2016	Actual Comp Rate	Start Date	End Date	Estimated Compensation	
Comp Type: Daily Rate	86712.000	01/21/2016	07/22/2016	1500.00	
Description of Work:	Payment Type	Pay Rate	Nbr of Work Days	If Current TUC Employee, Please Indicate Current Time Base	
Test	Agreed Upon Pay Rate	500.000000	3.00		
FTE Counts (Max FTE Allowed is 1.25)					
This Request:	Other Unapproved Requests:	Used (Assigned or Approved):	Used & Requested:	Available FTE:	Available Days
0.035	0.100	1.001	1.136	0.114	9.69
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

In the example above, **Agreed Upon Pay Rate** was chosen as the payment type, with a pay rate of \$500, and 3 days of work. Based on this information, the system has calculated how much time this appointment will take up (0.035 FTE), and how much available time is left for this employee to use for the remainder of the term selected (.114 FTE, or 9.69 days).

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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
College	CHHD	Dept	10141 Health Sciences-8285	Union CD	R03	Full/Part	Full-Time
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty	

Pre-Authorization			
Spring Semester 2016	Actual Comp Rate	86712.000	
Comp Type: Daily Rate	Payment Type	Agreed Upon Pay Rate	
	Pay Rate	500.000000	
	Nbr of Work Days	3.00	
	Estimated Compensation	1500.00	
Description of Work:			
If Current TUC Employee, Please Indicate Current Time Base			

FTE Counts (Max FTE Allowed is 1.25)

This Request:	Other Unapproved Requests:	Used (Assigned or Approved):	Used & Requested:	Available FTE:	Available Days
0.035	0.100	1.001	1.136	0.114	9.69

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](#)

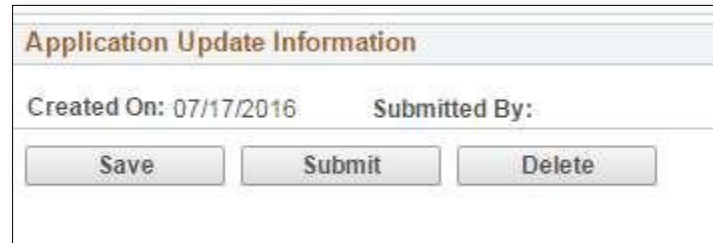
[Add To Notes / Comments](#)

A **Description of Work** that will be performed by the employee must be entered in the request. If the employee is a current TUC staff employee, ensure to provide that appointment's time base.

Next, a **Project** ID or **Fund** number must be included in the request. The magnifying glass icon can always be used to search for the correct Project or Fund number needed. You can include notes to your request if needed.

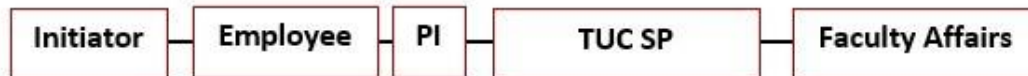
Once all information needed for the request is complete, you may click on the **Submit** button:

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Application Update Information		
Created On: 07/17/2016	Submitted By:	
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>

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:

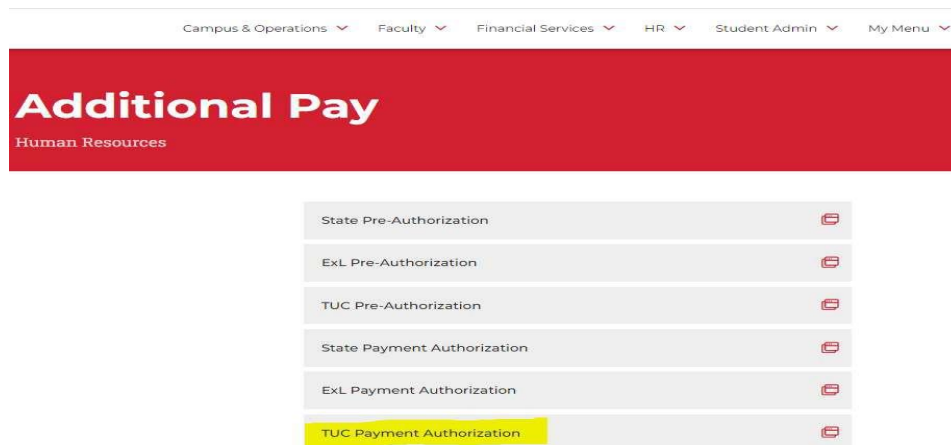


Once all levels of approval are complete, the request will move to the Payment Authorization stage and will remain in “submission” status until the work has been completed and the employee or initiator is ready to certify and enter the dates of the work completed.

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Payment Authorization Stage

Once the employee has completed the work, a Payment Authorization may be initiated. To access the Payment Authorization, follow Step 1 on this guide. Once logged in, locate the Additional Pay link under HR -> Payroll -> Additional pay, and select that **TUC Payment Authorization** link.



A new page will open where you will be able to find existing values. Notice that under the Payment Authorization there is no option to “add a new value”. This is because no payment authorizations can be initiated without a pre-authorization of the work.

To find existing values, you may search for the employee by entering the Employee ID, or you may search for that employee by clicking on the magnifying glass. You may also just hit the “search” button to pull up all your current existing values.

The screenshot shows the 'Addtl Pay TUC Payment Auth' search page. At the top, there is a title 'Addtl Pay TUC Payment Auth' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a red button labeled 'Find an Existing Value'. Underneath is a section titled 'Search Criteria' with various search fields: 'Empl ID', 'Term', 'Department', 'Job Code', 'Position Number', 'Seq #', 'Name', 'Last Name', 'First Name', 'Start Date', 'End Date', 'Status', and 'Action Level Description'. Each field has a dropdown menu and a magnifying glass icon. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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Step 4 – Entering Completed Work

In the **Payment Authorization** page, the information entered previously through the Pre-Authorization is displayed (see example below). The next step is to enter the Actual Work Done. Please note: Future dates cannot be entered. This section

must be completed after work has been performed.

Under the **Actual Work Done** section, select the Start Date and End Date of when the work was performed. You may either enter the dates, or click on the calendar icon to select dates. Next, enter the total number of days worked under the **Amount Worked** section. Entering this information will automatically calculate the compensation total and the FTE used.

You may enter comments in the Notes section if needed, otherwise you may hit the “submit” button, which will certify that the information entered complies with all applicable regulations.

Request For Additional Pay Payment Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status	
Empl ID	Name	Empl Rcd	Emp Sts	Status	Approved By Faculty Affairs
College: CHHD	Dept: 10141 Health Sciences-8285	Union CD: R03	Full/Part: Full-Time	Level: 1 Submission	View Approval History
Job Cd: 2360	Title: Instr Fac AY	FLSA Exempt	Faculty		

Payment Authorization

Spring Semester 2016 Start Date: 01/21/2016 End Date: 07/16/2016

Comp Type: Daily Rate Payment Type: Base Salary Pay Rate Pay Rate: 364.947000 Nbr of Work Days: 7.00 Estimated Compensation: 2554.63

Description of Work: If Current TUC Employee, Please Indicate Current Time Base

Test N/A

FTE Counts (Max FTE Allowed is 1.25)

This Request: 0.082 Other Unapproved Requests: 0.000 Used (Assigned or Approved): 1.083 Used & Requested: 1.083 Available: 0.167 Available Days: 14.20

Actual Work Done

Start Date	End Date	Amt Worked	Compensation	FTE	Status	Paid	Check Nbr	Issue Date	Actual Used	Actual Available
1									FTE: 0.000	Days: 7.00

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 EmplId	PI	Fund	Account	DeptID	Department Name	ADP
	100010911		A3026				

Notes And Comments

[View All Notes / Comments](#)

[Add To Notes / Comments](#)

Application Update Information

Created On: 07/12/2016 Submitted By: Last Updated By: At: 07/12/16 10:38:23.000000AM

Certification By Payee

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations

[Submit](#)

[Save](#) [Close/Release](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#)

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Once the information for work completed has been entered and submitted, the request will then go to the approver next in line, until it reaches the last level of approval to issue payment.

Request For Additional Pay Payment Authorization - TUC Only

Primary Job and Current Status of Candidate						Application Status	
Empl ID	████████	Name	████████	Empl Rcd	0	Emp Sts	Active
College	CHHD	Dept	10141 Health Sciences-8285	Union CD	R03	Full/Part	Full-Time
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty	
						Status	Submitted By Initiator
						Level	3 PI Approval
						View Approval History	

Payment Authorization

Spring Semester 2016		Start Date	01/21/2016	End Date	07/16/2016
Comp Type	Daily Rate	Payment Type	Base Salary Pay Rate	Pay Rate	364.947000
		Nbr of Work Days	7.00	Estimated Compensation	2554.63
Description of Work:			If Current TUC Employee, Please Indicate Current Time Base		
Test			N/A		

FTE Counts (Max FTE Allowed is 1.25)

This Request:	0.082	Other Unapproved Requests:	0.000	Used (Assigned or Approved):	1.083	Used & Requested:	1.083	Available:	0.167	Available Days	14.20
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Actual Work Done

Start Date	End Date	Amt Worked	Compensation	FTE	Status	Paid	Check Nbr	Issue Date	Actual Used	Actual Available
1/04/18/2016	05/30/2016	7.00	2554.63	0.082	Submitted				FTE 0.082	Days 7.00

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 Emplid	PI	Fund	Account	DeptID	Department Name	ADP
	100010911	████████	A3026				

Notes And Comments

Testing Payment Authorization
Added by E0011847 - Rubino,Louis G on 2016/07/20 at 10:01 AM

[View All Notes / Comments](#)

Application Update Information

Created On:	07/12/2016	Submitted By:	████████	Last Updated By:	████████	At	07/20/16 10:01:53.000000AM
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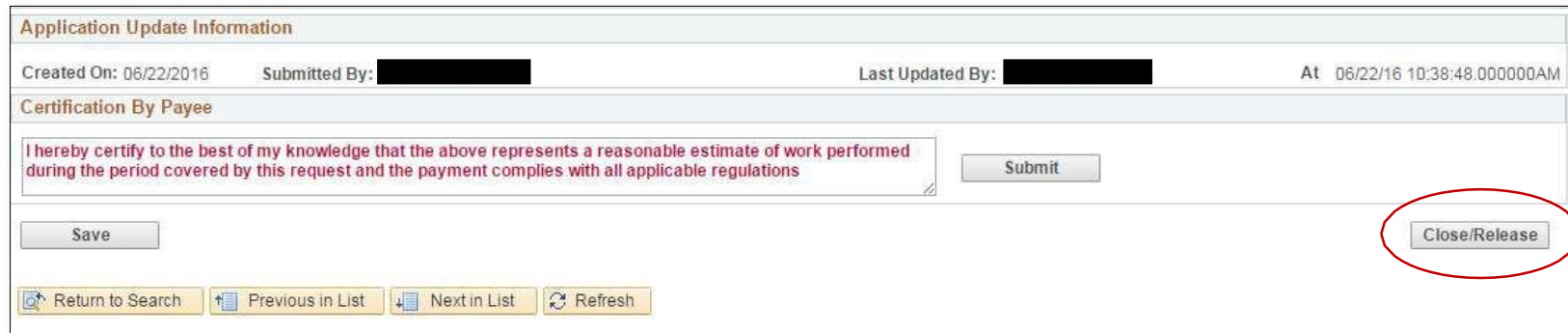
Certification By Payee

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#)

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If for any reason the employee is not able to perform the work he/she has agreed to and submitted as a pre-authorization, the “Close/Release” button option is available in the Payment Authorization page to release the time that had been reserved by the pre-authorization request.



The screenshot displays a web interface for the Payment Authorization system. At the top, a section titled "Application Update Information" contains fields for "Created On: 06/22/2016", "Submitted By:" (redacted), "Last Updated By:" (redacted), and "At 06/22/16 10:38:48.000000AM". Below this is the "Certification By Payee" section, which includes a text area with a red border containing the certification text: "I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work performed during the period covered by this request and the payment complies with all applicable regulations". To the right of this text is a "Submit" button. Below the certification text is a "Save" button. At the bottom right, the "Close/Release" button is circled in red. At the bottom of the form, there are four navigation buttons: "Return to Search", "Previous in List", "Next in List", and "Refresh".