

Additional Pay: Everything You Need to Know

Presented by:
Office of Faculty Affairs
November 10, 2021

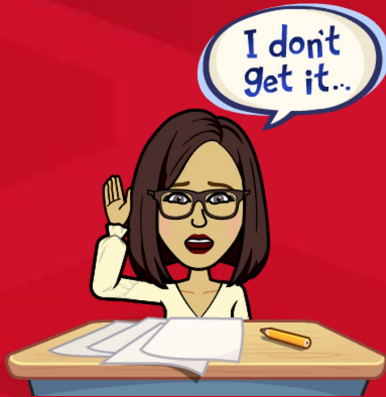
Agenda

- Additional Employment Policy
- Additional Pay Principles and Specifics
- Restricted Categories
- Offering Work: A Checklist
- Additional Work as Chairs/12-month Faculty
- Additional Pay System
- HR Payroll Deadlines
- Resources



Additional Employment Policy

“125% Rule”



Additional Employment Policy

CBA – Article 36

- Employment compensated by the CSU that is in addition to the primary or normal employment of a faculty unit employee.
- Provision 36.5 of the CBA allows for faculty unit employees to receive an “overage” of up to 25% on top of their full-time appointment only if in one the following circumstances:
 - The employment is of a substantially different nature than the primary appointment;
 - The employment is funded from non-general fund sources;
 - The employment is the result of accrual of part-time employment on more than one campus;
 - The employment is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9).



Bonus Info: Substitute work (job code 2356) also falls under the category of “additional work”, thus only faculty who have less than a full-time time base can substitute.

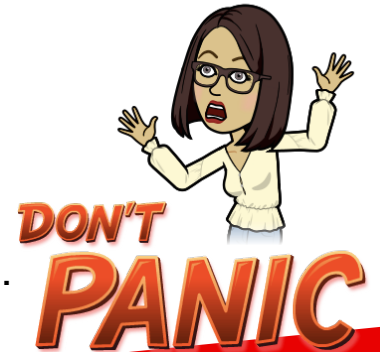
Additional Pay Principles and Specifics

Additional Pay Principles

- Faculty and staff may not begin work on additional pay projects (regardless of the source of the funds) until approval through the system has been confirmed.
- It is not anticipated that all historically approved requests for additional pay will be approved in the future.
- Deans have the responsibility to review and approve additional pay requests within their span of care to ensure compliance with university priorities and policies.

Additional Pay Specifics

- Each request must include the scope of work, timeline for completion, and source of funding.
- Time-sensitive requests will be expedited (i.e.- substitute work).
- The narrow scope of allowable expenses includes payments that are part of written contracts/MOUs pre 8/1/20, stipends that demonstrably save money (e.g., ones that replaced more costly reassigned time), activities that have pre-approved budgets or external revenue sources, and grant-related payments.
- Stipends to attend meetings are unlikely to be approved.
- Non-general funds sources should be used, when possible.
- Additional pay is not allowable while the employee is on leave.
- Normal restrictions apply for FERP faculty and for rehired annuitants.



Restricted Categories



Restricted Categories

Faculty on Leaves

- Not permitted to conduct additional work. Exceptions apply to faculty on sabbatical with pre-approval.

FERP Faculty

- CBA contract prohibits additional work.

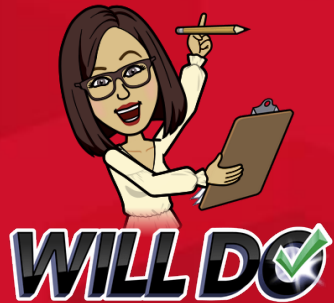
12-Month Faculty

- Restricted primarily during break months (Winter, Spring Break and Summer).

Full-time Staff with Lecturer Appointments

- If full-time staff and teaching 3 units, will only have around 3 - 4 days left for other work Note: Non-exempt staff must be paid at an overtime rate

Offering Work: A Checklist



Offering Work

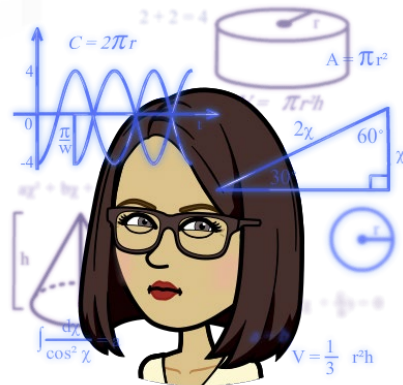
- Is the faculty member a tenure-track faculty?
- Is the faculty member working at other CSUs concurrently?
 - Hint: Check the Total Instructional Employment Disclosure (TIED) form
- Is the faculty member on a leave of absence?
 - Sabbatical, Personal/Professional, Partial, Medical
- Is the faculty member part of FERP?
- Is the faculty member a rehired annuitant?
- Is the faculty member a 12-month faculty?
- Has the faculty member confirmed they contractually have the time to do this work?
 - Hint: Check through the Additional Pay system
- Is the faculty also a staff employee?



Chairs / 12-month Faculty

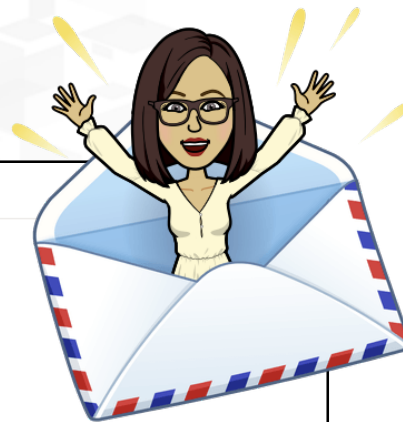
Chairs/12-month Faculty

- Most Limited during breaks
 - Winter, Spring Break, Summer
- Fall and Spring same as other full-time AY faculty
 - Example: Fall 2021 – 20 days or 25%
 - Example: Spring 2022 – 21 days or 25%
- If teaching during Summer:
 - Must use vacation days to make up for overage of teaching a 3-unit course;
 - 15 days of additional work = 120 hours
 - 1 unit = 45.33 hours of effort; 3 units x 45.33 = 136 hours; 136 – 120 = 16 hours or 2 days
 - Use 2 vacation days



Additional Pay System

Notification Email



Additional Pay Application Needs Your Approval

H

HNRPRD@calstate.edu

Nov 11/9/2021 3:44 PM

To: Lichtscheidl, Carmen

This is a System-generated message: Please do not reply

Dear Carmen Lichtscheidl,

An Additional Pay request for [REDACTED] has been approved by DFO/Designee in the State Pre-Authorization stage and now requires your approval. The request is for the term Fall Semester 2021 during the period of 11/03/2021 to 12/23/2021.

Action Item:

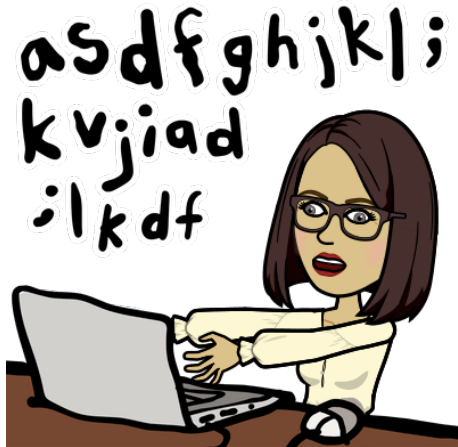
Please review and approve this request promptly to ensure a timely payment to the employee.

To access this request, log into the CSUN Portal at www.csun.edu. From the Faculty or Staff tab use the Additional Pay pagelet to access the item requiring approval.

For questions regarding this additional pay, email: additional.pay@csun.edu

For instruction guides on Additional Pay requests please visit: www.csun.edu/faculty-affairs/additionalpay

How to Access System

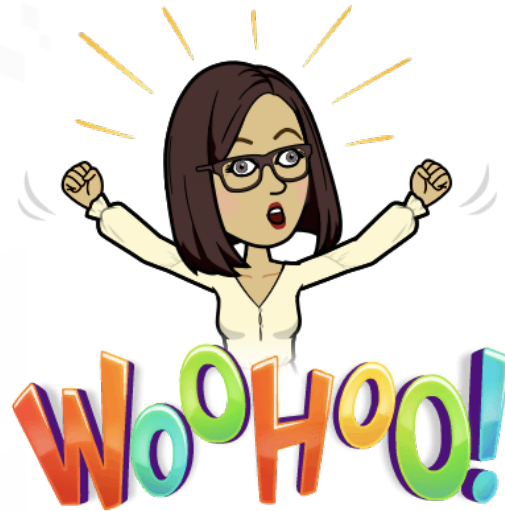


Additional Pay

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

How to Access Request

No need to enter any search criteria!



Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Department:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Job Code:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Position Number:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Term:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Start Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
End Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
Seq #:	= ▼	<input type="text"/>	
Name:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Status:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Action Level Description:	begins with ▼	<input type="text"/>	

Case Sensitive

How to Access Request

Search Results

[View All](#)

Empl ID	Organization	Department	Job Code	Position Number	Term	Start Date	End Date	Seq #	Name	College	Status	Action Level Description
000020408	State	10296	2356	99746277	2217	10/05/2021	10/05/2021	1		CECS	A	6 Employee Approval
000150150	State	10376	4660	99744125	2205	05/26/2020	08/18/2020	1		ARTS_NORTH	I	1 Submission
000221213	State	10471	4660	99746299	2201	12/20/2019	01/17/2020	1		UNGRAD_ST	S	2 Employee Approval
000272270	State	10352	4660	99742579	2217	09/03/2021	09/03/2021	1		STU_SUCCS	A	6 Employee Approval
000323723	State	10136	4660	99741322	2187	08/22/2018	08/31/2018	1		CHHD	I	1 Submission
006742094	State	10118	4660	99743254	2217	11/05/2021	12/23/2021	1		EDUCATION	S	2 Dean/Chair/Dir. Approval
006840908	State	10118	4660	99743254	2215	07/15/2021	07/15/2021	1		EDUCATION	A	6 Employee Approval
007046315	State	10118	4660	99743254	2217	08/25/2021	12/23/2021	1		EDUCATION	I	1 Submission
007151196	State	10147	4660	99741412	2215	08/11/2021	08/18/2021	2		HUMANITIES	A	6 Employee Approval
007340546	State	10345	4660	99745594	2175	06/12/2017	08/22/2017	1		CTRL_ACAD	I	1 Submission

What You Should Review

Request for Additional Pay Pre-Authorization

* All Additional Pay requests require the President's approval.
* Employee cannot begin the work until the Pre-Authorization has been fully approved.

Primary Job and Current Status of Candidate				Application Status			
Empl ID	Name	Empl Rcd	0	Empl Sts	Active	Status	In Process. Approved By DFO/Designee
College	EDUCATION	Dept	10125	Full/Part	Full-time	Level	5 Faculty Affairs Approval
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt	Faculty	View Approval History

Pre-Authorization

Sponsoring Organization: Cal State University (State) Dept 10119 Education/Outreach-8265 College EDUCATION

Appointment Details		*Start Date		*End Date		Set Payments For Job 2403	
Job Code	2403 FT Faculty Unit-Addtl Emplmt	12/02/2021	12/31/2021	Est. Comp	3339.00		
Position	99745416 FT Faculty Unit-Addtl Emplmt						
Category	<input type="checkbox"/> Other Grants						

Description of Work: [Should include job expectations with deliverables] Instructor for CSU Chancellor's Office funded Math/Science Teacher Initiative (MSTI), CSET prep workshops

Funding Source CSU Chancellor's Office funded Math/Science Teacher Initiative (MSTI)

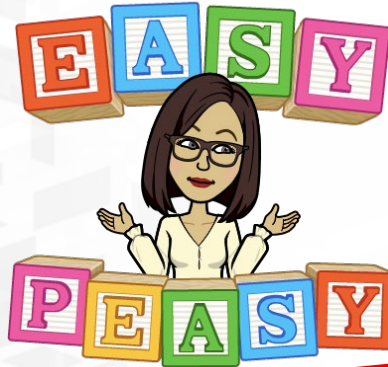
FTE Counts (Max FTE Allowed is 1.25)

FTE Assigned by Job:	1.000000	SWB FTE:	0.000000	FTE This Request:	0.200000	Other FTE Requests:	0.050000	Total FTE:	1.250000	Available FTE:	0.000000	Available Months:	0.00
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How to Approve/Deny

Application Update Information

Created On 10/04/2021 Submitted By: [Redacted] Last Updated By: [Redacted] At 10/08/21 10:58:27.000000AM



Approval Path

Approval History		
Cal State University (State)		Winter Session 2021
Employee	[REDACTED]	[REDACTED]
Job	4660	Special Consultant
Approval History Events		
Action Date and Time	Stage	Action Level
01/15/21 11:30:19.000000AM	Pre-Authorization	1 Submission
01/15/21 11:51:28.000000AM	Pre-Authorization	2 Dean/Chair/Dir. Approval
01/15/21 1:01:09.000000PM	Pre-Authorization	3 UFA Approval
01/15/21 2:39:29.000000PM	Pre-Authorization	4 DFO/Designee Approval
01/25/21 6:46:34.000000PM	Pre-Authorization	5 Faculty Affairs Approval
01/26/21 9:07:40.000000AM	Pre-Authorization	6 Employee Approval

Employee is at the last level of approval

Certification by Employee

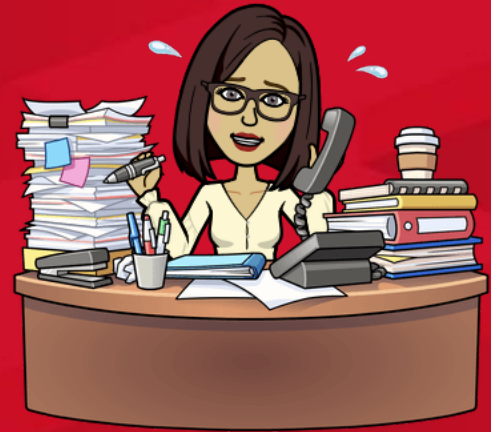
Message

I hereby certify to the best of my knowledge that the above represents a reasonable estimate of work to be performed during the period covered by this request and the payment complies with all applicable regulations. I agree to the scope of work and to produce deliverable items in exchange for the total compensation amount listed within the designated time frame of this request. If I am unable to complete the work assigned, the University has the right to not compensate me in part or in full. I also agree that if my eligibility to do this additional work changes for the term (e.g., by a change in workload or by a leave), I may become ineligible to complete the work and receive compensation. I understand that employees on a leave are not eligible for additional pay.

125% Additional Service Rule: For details about additional employment guidelines please refer to Faculty Affairs information page at <https://www.csun.edu/faculty-affairs/compensation>

 Yes No

HR Payroll Deadlines



HR Payroll Deadlines

https://www.csun.edu/sites/default/files/Deadlines%20for%20Additional%20Pay_Revised.pdf

2021-2022 University Payroll Calendar

■	Academic Day – 83 academic days (Fall); 87 academic days (Spring).
■	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see <i>University Holiday Schedule</i> below).
●	Payday for Faculty, Staff, and 2403 Additional Pay – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
●	Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay (Job Codes: 4660, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.
◆	Direct Deposit Posted for Faculty & Staff – Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program .
▼	Additional Pay Approvals due (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
▲	Additional Pay Approvals due (Job Code(s): 2403)
	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.
☒	Payroll Cutoff – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, separations, and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants. All Docks must be keyed and approved in Absence Management by 12:00 noon.
☛	Fiscal Year-End Closing Deadline – All payroll related transactions for fiscal year that are not in the system must be submitted to Payroll Administration by 5:00 p.m.

HR Payroll Deadlines

November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2 ◆ ❖	3 #	4 △	5	6
7	8 ✓	9 I	10	11	12	13
14	15 ● F	16 ★	17	18 ☒	19	20
21	22	23	24	25	26	27
28	29	30 ○ ▼	1			

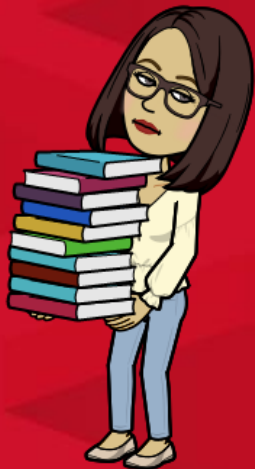
Pay Period 11/02/21 – 12/01/21 (22 days)

December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2 ◆	3 ❖	4
5	6 #	7	8 △	9 ✓	10	11
12	13 I	14	15 ●	16 F	17	18
19	20 ★	21 ☒	22	23 ▼	24	25
26	27	28	29	30 ○	31	

Pay Period 12/02/21 – 12/31/21 (22 days)

- 4660/2322/2356 approvals must be completed by:
 - **December 1**
- 2403 approvals must be completed by:
 - **December 8**

Resources



Additional Employment Resources

Your new best friend 😊 :

[https://www.csun.edu/faculty-affairs/additionalpay.](https://www.csun.edu/faculty-affairs/additionalpay)

Main Faculty Affairs page

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Resources

- Range Elevation
- Faculty Collective Bargaining Agreement Update
- Academic Personnel (Human Resources)
- Additional Employment Compensation**
- Faculty Hiring

Faculty Additional Employment

This page provides information related to faculty additional employment, the Additional Employment Policy (HR 2002-05), and the new Automated Additional Pay System which was implemented on August 1, 2016.

- Additional Employment Policy
- Automated Additional Pay System Written Guides**
 - Extended Learning Additional Pay System Guide (.pdf)
 - State 2403 Additional Pay System Guide (.pdf)
 - State 4660 Additional Pay System Guide - Faculty (.pdf)
 - State 4660 Additional Pay System Guide - Staff (.pdf)
 - The University Corporation (TUC) Additional Pay System Guide (.pdf)
 - How to Approve Requests Guide (.pdf)
- Automated Additional Pay System Video Guides
- Deadlines for Human Resources Processing
- Contacts

Contacts

Faculty Additional Employment/Pay Questions:

Email: additional.pay@csun.edu

Processing of Pay/ Staff Additional Employment Questions:

Erick Cuevas - HR Operations Technician: erick.cuevas@csun.edu

Joe Medina – Mgr., Academic Personnel & Payroll Operations:

joe.medina@csun.edu



Questions?

