



## Automated Additional Pay System

Office of Faculty Affairs

### Automated Additional Pay System

The Automated Additional Pay System monitors the Additional Employment Policy for all areas on campus simultaneously (State, TUC, Extended Learning). All employees performing additional work must utilize this system to ensure compliance with this policy. Most requests submitted in this system will follow a two-step process\*:

- 1) A pre-authorization of the work before the work is performed.
- 2) Request for payment authorization once the work has been completed.

All requests are based on terms (Fall, Winter, Spring, Summer).

\*Full-time faculty (time base of 1.0 or higher) receiving additional pay through State payroll will only have a one-step process using job code 2403: Pre-Authorization of work to be performed.

**Fall 2022: 21 days total for additional work (25%)**  
**Spring 2023: 21 days total for additional work (25%)**

### Full-Time Faculty Additional Employment - Job Code 2403

- Mandated new job code by the Chancellor’s Office
- Available additional employment time is calculated as **time base** (refer to table below). Any time base selected, regardless of length of work, will apply to the entire term—not just the month it is paid in.

**Example:** John is doing a project that will pay him \$6,915. He chooses to work 10 hours per week in one month on this project, which takes up a total time base of 0.25. Even though there are still other months left in the semester, John is still using a 0.25 time base which is the maximum allowed for the semester. Thus, he will not be able to do any other additional work in that semester.

	HOURS PER WEEK	TOTAL HOURS IN A WEEK	TOTAL FTE (HOURS/40)	FRACTION FOR PAYROLL	TOTAL MINIMUM MONTHLY PAY AMOUNT PER FRACTION	TOTAL MAXIMUM MONTHLY PAY AMOUNT PER FRACTION
2	1	40	0.025	1/40	\$110	\$691
4	2	40	0.05	1/20	\$220	\$1,383
0	3	40	0.075	3/40	\$330	\$2,074
J	4	40	0.1	1/10	\$440	\$2,766
O	5	40	0.125	1/8	\$550	\$3,457
B	6	40	0.15	3/20	\$660	\$4,149
C	7	40	0.175	7/40	\$770	\$4,840
O	8	40	0.2	1/5	\$880	\$5,532
D	9	40	0.225	9/40	\$990	\$6,223
E	10	40	0.25	1/4	\$1,100	\$6,915

**2403 Current Salary Range (Based on a full-time appointment): \$4,398 - \$27,658**

## Full-Time Faculty Additional Employment - Job Code 2403

- Only requires a one-step process (Pre-authorization) in the Automated Additional Pay System.
- Payment gets issued at the beginning of the month following the start of the appointment. (i.e.- if appointment begins October 1, then first payment is issued in November).
- This job code operates as an appointment—therefore, once the pre-authorization is submitted and approved by all levels, the request will go to Human Resources for processing. If at any point the work will not be completed, or if it is cancelled, please let Faculty Affairs know as soon as possible.

### Training Guides and Information

Training guides and further information on the system and how to enter, process, and approve requests can be found through the Office of Faculty Affairs' website:

<http://www.csun.edu/faculty-affairs/additionalpay>.

### Questions

For questions, please send an email to: [additional.pay@csun.edu](mailto:additional.pay@csun.edu).