

Faculty Additional Pay

Helpful Links

[Faculty Additional Pay | Faculty Affairs and Development | CSUSB](#)

- The submission dates will change each term, it's important to check this site at the beginning of each term for current dates.
- For questions regarding the status of an additional pay pre-authorization, contact your college analyst.
- For questions regarding the status of an additional pay pre-authorization that has been approved and you are awaiting payment, contact Payroll.

State Side: [State Side | Faculty Affairs and Development | CSUSB](#)

Training guide 1: [Additional Pay Pre-Authorization Training Guide - StateSide - 2403.docx - Google Docs.pdf - Google Drive](#)

Training guide 2: [Additional Pay Pre-Authorization Training Guide - StateSide - 4660.docx - Google Docs.pdf - Google Drive](#)

UEC: [UEC - University Enterprise Corporation | Faculty Affairs and Development | CSUSB](#)

Training Guide: [BPG for UEC Faculty Addl Pmt Pre Authorization process 10-5-21.docx - Google Docs](#)

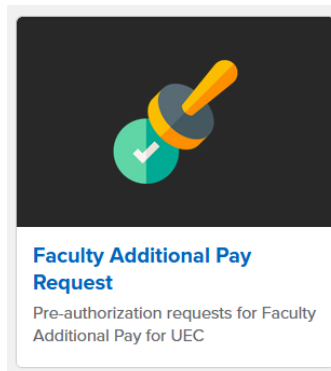
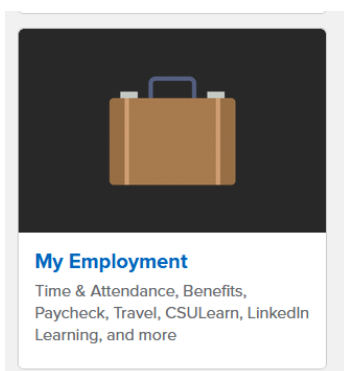
Training Video: [FacultyAdditionalPay Walkthrough NEW FINAL2.mp4 - Google Drive](#)

Faculty Affairs Maximum Overload Calendar

[Max Allow Calendar | Faculty Affairs and Development | CSUSB](#)

Login & Navigation

Log into **MyCoyote** and select the **My Employment** tile and then the **Faculty Additional Pay** tile.



Once on the Additional Pay UEC Pre-Auth page

- select the **Add a New Value** tab
- enter your Coyote Employee ID number
- Select the **term** the faculty additional pay will take place in, use the dropdown list shown below.
- You can only submit one term or project per request

Addnl Pay UEC Pre-Auth

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

Empl ID:

Term:

Find an Existing Value | Add a New Value

Look Up Term

Term:

Description:

Term Begin Date:

Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Term Description	Term Begin Date	Term Ending Date
2226 Summer 2022	06/01/2022	08/19/2022
2225 Spring Break 2022	03/27/2022	04/02/2022
2224 Spring 2022	01/22/2022	05/31/2022
2222 Winter Intersession 2022	12/17/2021	01/21/2022
2218 Fall 2021	08/17/2021	12/16/2021
2216 Summer 2021	06/02/2021	08/16/2021
2215 Spring Break 2021	03/28/2021	04/03/2021
2214 Spring 2021	01/22/2021	05/27/2021
2212 Winter Intersession 2021	12/18/2020	01/21/2021
2208 Fall 2020	08/17/2020	12/17/2020
2206 Summer 2020	06/22/2020	08/14/2020

Request For Additional Pay Pre-Authorization - UEC Only

Primary Job and Current Status of Candidate

Empl ID	Name	Empl Rcd	Emp Sts	Active
College C0920	Dept CF0920	CNS-Computer Sci & Engineering	Union CD R03	Full/Part Full-Time
Job Cd 2360	Title Instr Fac AY	FLSA Exempt	Faculty	

Application Status

Status **Draft**

Level **1 Submission**

Pre-Authorization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Pay Rate Nbr of Work Days Total Compensation Lock Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 SWB FTE: 0.000000 This Request: 0.000000 Other Requests: 0.000000 Total FTE: 1.000000 Available FTE: 0.250000 Available Days 25.00

Cost Allocation

Enter the chart field below for the grant/project you are requesting time from, to match with UEC PTR. Once Approved and worked - MUST submit Overload time sheet to UEC Payroll.

(31754, 113)

Project	PI	Fund	Account	DeptID	Department Name
<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](#)

Application Update Information

Created On: 08/11/2021 Submitted By: Last Updated By: At

Primary Job and Current Status section

- Make sure your information is correct
- Make sure you are in **Status - Draft** and **Level - 1 Submission** (to the right in the picture below)

Request For Additional Pay Pre-Authorization - UEC Only

Primary Job and Current Status of Candidate						Application Status	
Empl ID	Name	Empl Rcd	0	Emp Sts	Active	Status	Draft
College	C0920	Dept	CF0920 CNS-Computer Sci & Engineering	Union CD	R03 Full/Part Full-Time	Level	1 Submission
Job Cd	2360	Title	Instr Fac AY	FLSA	Exempt Faculty		

Pre-Authorization Section

NOTE: Starred fields are required.

Pre-Authorization

Fall 2021

*Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Pay Rate Nbr of Work Days Total Compensation Lock Compensation

*Description of Work:

Payment Type

There are two payment types that can be used. Below are some examples of when to use each type.

Pre-Authorization

Fall 2021

*Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

Payment Type Pay Rate Nbr of Work Days Total Compensation Lock Compensation

*Description of Work:

- Agreed Upon Pay Rate
- Base Salary Pay Rate

- **Base Salary Pay Rate**—This is most common form of payment
 - When selected, the Pay Rate field will auto-populate
 - Use this rate if calculating # of days to be worked. The system uses the faculty daily pay rate x # of hours. (Based on 8-hour day)
 - Use this rate if it is a lump sum payment
- **Agreed Upon Pay Rate**
 - Chair Compensation
 - System picks up their chair rate, however they can only be paid at their teaching rate.
 - If you are a 12-month faculty (chair) Payment Type = Agreed upon Rate.
 - You will enter the number of days to be paid for the term. Number of days can be found on the Overload Calendar
 - Sponsored Programs will only have this exception on non-Federal funded programs.

- If non-federal, faculty can negotiate the market rate rather than the teaching rate. Market rate may be greater than the teaching rate. You will need special approval to be paid above your teaching rate if this case applies to you.
- Note: pay rate will have to be manually over-ridden

Number of Workdays

If the faculty wants to use their total allotted **.25 FTE for the term**, in this case 25 days are currently available, they will need to enter the **25 days** as the **Number of Work Days** for this request.

NOTE: Keep in mind that these available days are affected by CEGE, State-side and all funds in UEC overload requests and the balance is impacted on a first come, first served approval basis.

- **Available Days** will be reduced by the amount used in the **# of Work Days** field.
 - This # should reflect the cumulative time remaining being used in CEGE, State-side, and UEC..
 - Very important to get your request **completely** through the approval process to lock in this Pre-Auth request.
 - Federal Sponsored Projects pay based on an 8 hour work day.
 - Non-federal Sponsored Projects can use 10 hour days. If you are working 10 hour days on a non-Fed sponsored project, please note that you will have fewer available days than what is shown.

Pre-Authforization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 **Nbr of Work Days** Total Compensation Lock Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 0.000000 Other Requests: 0.000000 Total FTE: 1.000000 Available FTE: 0.250000 Available Days 25.00

Cost Allocation

Enter the chart field below for the grant/project you are requesting time from, to match with UEC PTR. Once Approved and worked - MUST submit Overload time sheet to UEC

Ex. 1 Use of entire 25 allowed days. **Keep in mind Days are based on 8 hours per day.**

Pre-Authforization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 **Nbr of Work Days 25.00** Total Compensation 12352.75 Lock Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 0.250000 Other Requests: 0.000000 Total FTE: 1.250000 Available FTE: 0.000000 **Available Days 0.00**

Cost Allocation

Ex. 2 Use of only 20 days. Keep in mind Days based on 8 hours per day. 20 x 8 = 160 hours

Pre-Authorization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 Nbr of Work Days 20.00 Total Compensation 9882.20 Lock Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 0.200000 Other Requests: 0.000000 Total FTE: 1.200000 Available FTE: 0.050000 Available Days 5.00

Cost Allocation

Enter the chart field below for the grant/project you are requesting time from, to match with UEC PTR. Once Approved and worked - MUST submit Overload time sheet to UEC

TOTAL COMPENSATION

Total compensation is calculated on the Pay Rate field x the # of Work Days selected.

Ex. 1 25 days selected

Pre-Authorization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 Nbr of Work Days 25.00 Total Compensation 12352.75 Lock Compensation

*Description of Work:

Ex 2 20 days selected

Pre-Authorization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 Nbr of Work Days 20.00 Total Compensation 9882.20 Lock Compensation

*Description of Work:

TOTAL COMPENSATION IS A SET AMOUNT

If total compensation is a set amount, change the Total Compensation amount as needed. The # of Work days will adjust accordingly and the # of Available days will also auto adjust.

- The set amount should reflect the total amount available for the term selected. Your Sponsor Programs budget should be considered.

Pre-Authorization

Fall 2021 *Start Date 08/17/2021 *End Date 12/16/2021 Comp Type: Daily Rate Actual Comp Rate 85644.000

*Payment Type Base Salary Pay Rate Pay Rate 494.110000 Nbr of Work Days 20.24 Total Compensation 10000.00 Lock Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 0.202400 Other Requests: 0.000000 Total FTE: 1.202400 Available FTE: 0.047600 Available Days 4.76

Cost Allocation

Enter the chart field below for the grant/project you are requesting time from, to match with UEC PTR. Once Approved and worked - MUST submit Overload time sheet to UEC

NOTE:

DO NOT USE THE LOCK COMPENSATION box. This box is not used in this system for UEC-pre Auth.

Pre-authorization form showing fields for Start Date (08/17/2021), End Date (12/16/2021), Comp Type (Daily Rate), Actual Comp Rate (85644.000), Payment Type (Base Salary Pay Rate), Pay Rate (494.110000), Nbr of Work Days (20.24), Total Compensation (10000.00), and a checkbox for Lock Compensation which is highlighted with a red box and crossed out with a red X.

Description of Work

- Enter a brief and concise description of the work to be done.
 - This information will appear on the emails that are routed to the approvers.

Pre-authorization form with the Description of Work field highlighted by a red border, currently empty.

Pre-authorization form with the Description of Work field containing the text: "Monitoring a robot rover scanning for signs of the Delta variant on asteroid Zuma123 during Sept-Nov 2021".

Apply FTE for Annualization

Request For Additional Pay Pre-authorization - UEC Only form. It includes sections for Primary Job and Current Status of Candidate, Application Status, Pre-authorization details, and an Apply FTE for Annualization section. The Apply FTE section shows Assigned by Job: 1.000000, SWB FTE: 0.000000, This Request: 0.250000, Other Requests: 0.000000, Total FTE: 1.250000, Available FTE: 0.000000, and Available Days: 0.00. Below this is a Cost Allocation section with a table for Project, PI, Fund, Account, DeptID, and Department Name. At the bottom are Notes And Comments and Application Update Information fields.

- This area reflects the results of information that has been entered in the Pre-authorization section.
- Pay attention to the **Available FTE and Available Days. These fields MUST NOT be negative.**

Cost Allocation

Choose your Project Number

- Type in the Project number or enter partial # and choose from the search list.
- This project # MUST match the Project used on the UEC PTR and time sheet.
- If Project is missing from the list please see below. ***

When the Project is entered, the PI, Fund and Dept. ID will auto-populate. IF the PI Name is missing, please see below***

Project	PI	Fund	Account	DeptID	Department Name
GG21456	Hassija,Christina M.	S1194		C1040	CSBS - Psychology

- Enter your assigned Payroll Account number from your budget for the **Account** field.
- This MUST match the Account used on the UEC PTR and time sheet.
- This field MUST be filled in.

Project	PI	Fund	Account	DeptID	Department Name
GG21456	Hassija,Christina M.	S1194	616600	C1040	CSBS - Psychology

When all fields are complete,

- Click SAVE.
- **REVIEW YOUR DATA BEFORE SUBMITTING** the form.
- **Submit when ready.**
- Once submitted, the form will automatically be routed through the approval workflow.

Application Update Information			
Created On: 08/03/2021	Submitted By:	Last Updated By:	At
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Delete"/>	

You will receive an email when the request has been approved or denied.

- Once approved, submit a UEC time sheet based on work performed for the term.
- If denied, consult with college Analyst for assistance.