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.

Training Video: [FacultyAdditionalPay_Walkthrough_NEW_FINAL2.mp4 - Google Drive](#)
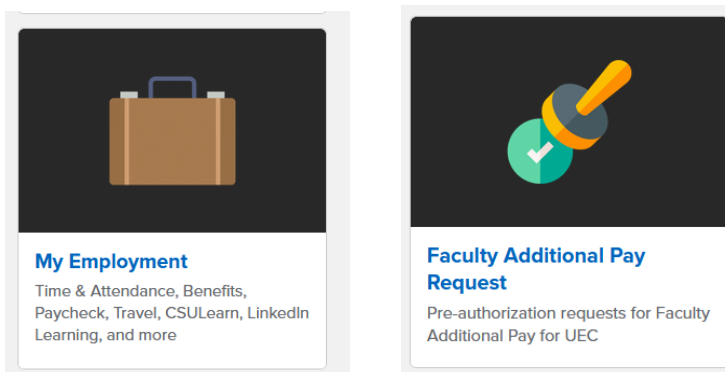
Faculty Affairs Maximum Overload Calendar

[Max Allow Calendar | Faculty Affairs and Development | CSUSB](#)
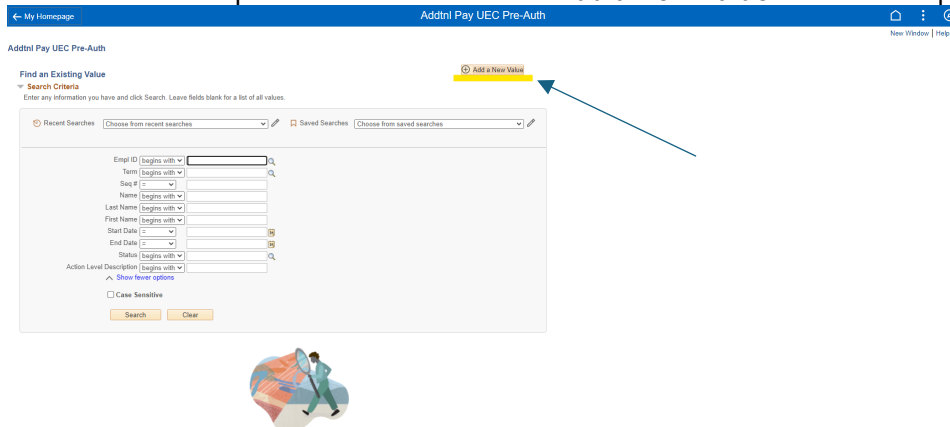
How to Guide:

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

- To add a new FAP preauthorization select the **Add a New Value** icon on the top center

- Enter your Coyote Employee ID number

- Select the **term** you are submitting the FAP for. If you do not know the term number, click on the magnifying glass and select the term from the list.

- You can only submit one term or project per request

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)

Pre-Authorization Section

NOTE: Starred fields are required.

Payment Type

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

- **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)
  - Base salary pay rate is the most common used option.
- **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.

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

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

TOTAL COMPENSATION

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

Ex. 1   25 days selected

Ex 2   20 days selected

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.

NOTE:

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

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.

Apply FTE for Annualization

- This area reflects the results of information that has been entered in the Pre-Authorization section.

- Pay attention to the <mark>Available FTE and Available Days. These fields MUST NOT be negative</mark>.

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***

- 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.

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.

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 your college Analyst for assistance.**