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

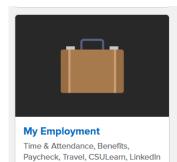
Faculty Affairs Maximum Overload Calendar

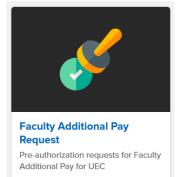
Max Allow Calendar | Faculty Affairs and Development | CSUSB

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

Learning, and more

- 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

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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					Арр	lication Status	
Empl ID		lame	Empl Rcd 0	Emp Sts Active	Statu	us Draft	
College	C0920	Dept CF0920 CNS-Computer Sci	& Engineering Union CD R03	Full/Part Full-Time	Leve	el 1 Submission	
Job Cd	2360	Fitle Instr Fac AY	FLSA Exempt	Faculty			

Pre-Authorization Section

NOTE: Starred fields are requ	ired.
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
*Description of Work:	
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Payment Type

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

Fall 2021 * Start Date 08/17/2021 1 Comp Type: Daily Rate Actual Comp Rate 85644.000 Payment Type Pay Rate Nbr of Work Days Total Compensation *Description of Agreed Upon Pay Rate Base Salary Pay Rate Base Salary Pay Rate	Pre-Authorization	
	*Description of Agreed Upon 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 <u>non-Federal</u> 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 <u>use their total allotted</u> **.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 <u>completely</u> 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-Authorization								
Fall 2021 *Payment Type Base Salary Pay Rate v	*Start Date 08/17/2021 1 *End Date 12/16/2021 1 Comp Type: Daily Rate Actual Comp Rate 85644.000 Pay Rate 494.110000 Nbr of Work Days otal Compensation Lock Compensation							
*Description of Work:								
Apply FTE for Annualization								
Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 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-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
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Cost Allocation	

Ex. 2 Use of only 20 days. K	eep in mind Days	based on 8 hours pe	er day. 20 x 8 = 160	hours
Pre-Authorization				
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TOTAL COMPENSATION

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

Ex. 1 25 days selected

vPre-Authorization	
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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 *Payment Type Base Salary Pay Rate v	*Start Date 08/17/2021 ii *End Date 12/16/2021 ii Comp Type: Daily Rate Actual Comp Rate 85644.000 Pay Rate 494.110000 Nbr of Work Days 20.24 Total Compensation 10000.00 Lock Compensation	
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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.

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:	
Pre-Authorization	
Fall 2021	*Start Date 08/17/2021 🛐 *End Date 12/16/2021 🛐 Comp Type: Daily Rate Actual Comp Rate 85644.000
Fall 2021 *Payment Type Base Salary Pay Rate v	* Start Date 08/17/2021 iii * End Date 12/16/2021 iii Comp Type: Daily Rate Actual Comp Rate 85644.000 Pay Rate 494.110000 Nbr of Work Days 20.24 Total Compensation 10000.00 Lock Compensation
*Payment Type Base Salary Pay Rate	
*Payment Type Base Salary Pay Rate	Pay Rate 494.110000 Nbr of Work Days 20.24 Total Compensation 10000.00 Lock Compensation

Apply FTE for Annualization

Request For Additional Pay Pre-Authorization - UEC Only				
Primary Job and Current Status of Candidate		1	Application Status	
Empl ID Name	Empl Rcd 0 Emp S	ts Active S	Status Draft	
College C0920 Dept CF0920 CNS-Computer Sci & Engineering	Union CD R03 Full/Pa	rt Full-Time	Level 1 Submission	
Job Cd 2360 Title Instr Fac AY	FLSA Exempt Facult	y		
Pre-Authorization				
Fall 2021 *Start Date 08/17/2021	*End Date 12/16/2021 1 C	comp Type: Daily Rate	Actual Comp Rate 85644	1.000
*Payment Type Base Salary Pay Rate v Pay Rate 494.110000	Nbr of Work Days 25.00 T	otal Compensation	2352.75 Lock Compe	nsation
*Description of Work: Monitoring a robot rover scanning for signs of the Delta variant	on asteroid Zuma123 during Se	nt-Nov 2021		
nonition g a reserver o commigne ages		p(110), 202.		
				11.
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 A	vailable Days 0.00
Cost Allocation				
Enter the chart field below for the grant/project you are requesting time from, to match Payroll.	with UEC PTR. Once Approved a	and worked - MUST sul	bmit Overload time sheet to UEC	;
(31754, 113)				
Project PI Fun	d Account	DeptID De	epartment Name	
Q				
Notes And Comments				
				All Notes / Commments
			Add	To Notes / Comments
Application Update Information				
Created On: 08/11/2021 Submitted By:	Last Upda	ted By:	At	
Save Submit Delete				

- 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. ***

Request For Additional Pay Pre-Authorization - UEC Only	Look Up Project						
Primary Job and Current Status of Candidate							
Empl ID Nam Empl Rcd 0 En	np Sts	Project/Grant begins with V GG214					
	ill/Part F	Look Up Clear Cancel Basic Lookup					
	aculty						
	Search Results						
Pre-Authorization		View 100 First 🕚 1-17 of 17 🕑 Last					
Fall 2021 *Start Date 08/17/2021 1 *End Date 12/16/2021	Comp	Project/Grant Description					
*Payment Type Base Salary Pay Rate v Pay Rate 494.110000 Nbr of Work Days 25.00	Total (GG21407 GG21407-CDE VAPA Framework6/20					
NDF OF WORK DAYS 23.00		GG21416 CANMEE LESSON STUDY HUB 6-19					
*Description of Work: Monitoring a robot rover scanning for signs of the Delta variant on asteroid Zuma123 durin	GG21417 GG21417-STEP						
•	GG21419 CSU/UC MDTP 12/31/19						
		GG21430 Number Sense with Tech					
		GG21442 CSRI 06/20					
	GG21444 ESSA 19/20						
Apply FTE for Annualization		GG21445 RIMS ESSA 19/20					
Assigned by Job: 1 000000 SWB FTE 0 000000 This Request: 0 250000 other Requests: 0 000000	0 T-4-	GG21446 Title IV-E 6-30-20					
Assigned by Job: 1.000000 SWB FTE 0.000000 This Request: 0.250000 other Requests: 0.000000	0 Tota	GG21447 Mental Health 6-30-20					
Cost Allocation		GG21448 TCAP ESSA 19/20					
		GG21452 WorkAbility IV 19/20					
Enter the chart field below for the grant/project your .equesting time from, to match with UEC PTR. Once Approv Payroll.	ved and v	GG21456 STEM EN FAMILIA 8/21 GG21483 PROJECT REBOUND 19/20					
Payroli.		GG21483 PROJECT REBOOND 19/20 GG21489 CANMEE 19/20					
(31754, 113)	GG21489 CANMEE 19/20 GG21491 CyberWatch West Resource						
Project PI Fund Account	0	GG21491 Cyberwalch west Resource GG21495 CA COMPLETE COUNT CENSUS 2020					
gg214 Q							
Notes And Comments							

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

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
GG21456 Q	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.

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
GG21456 Q	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			
Save Submit 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.