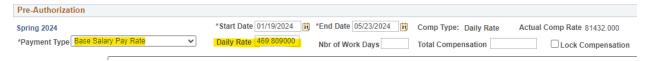**Beginning of Semester Check list for Faculty Additional Pay**

To ensure that your additional pay runs as smoothy as possible please make sure to follow the below check list:

1. Submit Faculty additional pay pre-authorization request at the start of the semester or prior to the start of the semester. Faculty additional pay must be submitted for every semester and intersession you will be receiving additional pay (additional pay may be withheld if FAP form is not submitted) Submission schedule can be found here: [Faculty Additional Pay | Faculty Affairs and Development | CSUSB](#)
   o Please note that if you submit the FAP prior to the start of the submission dates your request may be denied.

2. If there was a pay rate change, make sure to submit an updated PTR with the new pay rate to UEC HR. Please note you will not have to submit a PTR every semester, you will only have to submit a PTR when you are first hired under the grant and whenever there is a pay rate change.
   o You can calculate your pay rate by base salary pay rate populated in daily rate when submitting your FAP and divide it by 8, that would give you the hourly rate to use on the PTR. Example below: 469.809/8= 58.73

Pre-Authorization					
Spring 2024	*Start Date 01/19/2024	*End Date 05/23/2024	Comp Type: Daily Rate	Actual Comp Rate 81432.000	
*Payment Type Base Salary Pay Rate	Daily Rate 469.809000	Nbr of Work Days	Total Compensation	☐ Lock Compensation	

3. Once the Faculty additional pay request and updated PTR (if applicable) have been submitted, you can now submit your time sheets for the additional pay. It is important to review the current Maximum Overload Calendar to ensure you submit the allowable number of hours. If the number of hours submitted is higher than the maximum allowed your timesheet will be denied.

   o [Max Allow Calendar | Faculty Affairs and Development | CSUSB](#)
   o Rule of thumb is maximum 2 hours / weekday during the teaching period each semester.
   o Maximum of 10 additional hours can be claimed each week during the teaching period.
   o Days highlighted in green in the Max Allow Calendar indicate that up to 10 hours can be claimed of additional pay those days.
   o [Time Sheet | University Enterprises Corporation | CSUSB](#)
   o You can use either one of the highlighted versions of the timesheet shown on the screen shot below if the UEC timesheet web page.
     • The adobe sign version is recommended as the necessary UEC recipients are already prefilled. However, it is important to note that you will have to fill out the timesheet and submit it at the time of accessing the adobe sign version, you will not be able to return to edit it.
       • Faculty/Staff Overload Time Sheet in Excel
       • Faculty/Staff Overload Time sheet in Adobe Sign