

eAUTH Cancel or Reduce Instructor Pay Via AODocs Quick Sheet

Submitting eAUTH Cancel or Reduce Instructor Pay

To complete this form, you will need to have the following information:

- Instructor Name and G Number
- Job Position Number and Suffix Number
- Class Information: Term, Subject Code, Course Number, CRN and Attendance Method
- If relevant, Partial Pay Information: Start Date, End Date, Hours, Rate, Total Pay
- Manager's Email for approval

1. Access eAUTH Cancel or Reduce Instructor Pay AODoc by:

1. Visiting the [HR Website](#), clicking on the Compensation link and locating the form
2. Visiting the [HR Website](#), clicking on the HRIS link and clicking on the link
3. Visiting [Forms on the Intranet](#) and locating eAUTH Cancel or Reduce Instructor Pay form

PCC eAUTH Pay/Cancel Notification

Your form has been submitted for approval.

Properties

eAUTH Cancel/Pay ID EXP - 134

2. Complete Instructor Information fields. All fields are required.

- Step 1:** **Instructor G # field:** Enter the instructor's G Number ([NWRINAS](#) or [SSASECT](#))
- Step 2:** **Instructor First Name field:** Enter instructor's first name as it appears in Banner
- Step 3:** **Instructor Last Name field:** Enter instructor's last name as it appears in Banner
- Step 4:** **Position Number field:** Enter instructor's position number ([SIAASGN](#) or [NBAJOBS](#))
- Step 5:** **Suffix Number field:** Enter the instructor's Suffix for the cancelled class ([SIAASGN](#) or [NBAJOBS](#))
- Step 6:** Click **Next**

3. Complete Class Information fields. All fields are required.

- Click **Next**

4. Select the applicable Type of Reduction.

- Zero Pay to Instructor or
- Partial Pay to Instructor (to reduce instructor's pay)

Type of Reduction

Is this a partial or total pay reduction? *

Zero pay to instructor

Partial pay to instructor

5. For Partial Pay Cancellation:

- Step 1: Start Date of Class:** Enter date instructor's pay for class begins
- Step 2: End Date of Class:** Enter date instructor's pay for class ends
- Step 3: Total Hours to be paid:** Enter total number of hours instructor is to be paid for class
- Step 4: Rate of pay:** Enter the instructor's hourly pay rate ([NWRINAS](#)). Instructor will be paid the total amount of hours entered multiplied by the entered hourly pay rate.
- Step 5:** Click **Next**

6. Complete Contact Information fields.

*The email entered in the **Manager's email** will receive an email notification of a Cancel Pay request waiting their approval.

- Click **Submit**. This will create an eAUTH Cancel Pay ID Number and generate a notification email.

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Approving eAUTH Cancel or Reduce Instructor Pay

Manager whose email was entered in the **Manager Email** field of the form will receive email notification that an eAUTH Cancel or Reduce Instructor Pay has been submitted to them for approval.

1. Managers access eAUTH Cancel or Reduce Instructor Pay submission by:

- Opening the email confirmation: **Cancel Pay EXP - # Instructor Name – Action Needed** or

2. Approve Cancel Pay request

Step 1: In the email, read through details and scroll to the bottom

Step 2: Click **Approve** to approve the request. This will launch the Perform workflow action page. To cancel the request, click **Not Approve**.

Step 3: In the Perform workflow action page, click **Submit**. To leave a comment, enter text in the **Leave a Comment** field. Click **Cancel** to cancel your approval. Comments are required to cancel a request.

Step 4: Upon successful approval, a status update email notification will be submitted.

Additional Resources

[Bi-Weekly Payroll Calendar 20-21](#)

Who is my HRIS Specialist?

- [Melissa Morton \(Org Codes A, S or T\)](#)
- [Michelle Lee \(Org Codes B, C, E, R, U, and V\)](#)

[Emily McNamara, HR Business Process Specialist](#)