



eAUTH Cancel or Reduce Instructor Pay Process Guide

Table of Contents

Introduction	1
When to Submit an eAUTH Cancel/Reduce Pay Request	2
Action Items	2
1. Complete and Submit eAUTH Cancel or Reduce Instructor Pay Form	3
Instructor Information fields	3
Class Information fields	5
Type of Reduction	6
Partial Pay Information fields.....	7
Contact Information fields.....	8
2. Manager Approves or Doesn't Approve eAUTH Pay Cancel or Reduce Instructor Pay Form	10
Frequently Asked Questions	13
Additional Resources	13

Introduction

If a part-time instructor's class gets cancelled or partially cancelled, the department must submit a pay cancellation or reduce pay cancellation form to HRIS. Classes or portions of classes can get cancelled due to a number of factors, such as student enrollment not meeting the minimum or instructors taking time off. It is the department's responsibility to ensure HRIS receives notification in order to cancel or reduce the instructor's pay for the class.

A department must cancel or reduce a part-time instructor's instructional pay by submitting an electronic pay cancellation request (E-Authorization or eAUTH).

This document serves as an informational resource and step-by-step process guide for submitting an eAUTH Cancel or Reduce Instructor Pay form.

Purpose

The purpose of the eAUTH Pay or Reduce Instructor Pay form is to provide to HR details about which CRN and how much pay should be cancelled or reduced for a department's part-time instructor. This ensures HRIS has the necessary details needed to cancel or reduce the correct amount of pay for an instructor's cancelled or partially cancelled class.

eAUTH Cancel or Reduce Instructor Pay Process Guide

Intended Learning Outcomes

After reading this guide, you will know:

- When it is fitting to submit an eAUTH Cancel or Reduce Instructor Pay Form

After reading this guide, you will be able to:

- Correctly fill out and submit an eAUTH Cancel or Reduce Instructor Pay Form
- (For managers) Approve or not approve an eAUTH Cancel or Reduce Instructor Pay Form

When to Submit an eAUTH Cancel/Reduce Pay Request

eAUTHs requesting a full or partial pay cancellation for a part-time instructor's CRN must be submitted and approved no later than the HR authorization deadline for the bi-weekly pay period in which the class begins.

Example: Part-Time Instructor Tuyen Le's cancelled class begins March 28th, 2021. Tuyen's eAUTH Cancel or Reduce Instructor Pay form is due to HRIS by April 2nd, 2021.

Authorization Deadline

Winter Term ends 3/21/21 and Spring Term begins 3/29/21						
3/21	4/3	8	April 02	April 05	April 07	4/16/21
4/4	4/17	9	April 16	April 19	April 21	4/30/21
4/18	5/1	10	April 30	May 03	May 05	5/14/21
5/2	5/15	11	May 14	May 17	May 19	5/28/21
5/16	5/29	12	May 28	June 01	June 02	6/11/21
5/30	6/12	13	June 11	June 14	June 16	6/25/21

Spring Term ends 6/12/21 and Summer Term begins 6/21/21

See the Bi-Weekly Payroll Calendar in Additional Resources below.

Note: eAUTHs should be submitted to cancel or reduce instructor pay that has been or **would be** authorized with the NWRINAS report. Prep time or other instructional pay that has not yet been authorized with a NWRINAS must still be cancelled using the eAUTH form.

Action Items

The following Action Items must be completed by your department or program.

1. Complete and submit eAUTH Cancel or Reduce Instructor Pay form
2. Manager approves or doesn't approve eAUTH Cancel or Reduce Instructor Pay form

eAUTH Cancel or Reduce Instructor Pay Process Guide

1. Complete and Submit eAUTH Cancel or Reduce Instructor Pay Form

Step 1: Access the [eAUTH Cancel or Reduce Instructor Pay form](#) by visiting the HR Website, clicking on the Compensation link and locating the form under New Employee Payroll Forms

Instructor Information fields

<p>Instructor G# *</p> <p>Banner ID for the instructor</p> <input type="text" value="Your answer"/>
<p>Instructor First Name *</p> <p>Employee's First name as it appears in Banner</p> <input type="text" value="Your answer"/>
<p>Instructor Last Name *</p> <p>Employee's Last name as it appears in Banner</p> <input type="text" value="Your answer"/>
<p>Position Number *</p> <p>Enter the position number previously assigned</p> <input type="text" value="Your answer"/>
<p>Suffix Number *</p> <p>Enter the suffix previously assigned</p> <input type="text" value="Your answer"/>

*All fields are required.

eAUTH Cancel or Reduce Instructor Pay Process Guide

- Step 2:** **Instructor G #** field: Enter the instructor's G Number (Look up in **PPAIDEN** or **NBAJOBS**)
- Step 3:** **Instructor First Name** field: Enter instructor's first name as it appears in Banner
- Step 4:** **Instructor Last Name** field: Enter instructor's last name as it appears in Banner
- Step 5:** **Position Number** field: Enter instructor's position number (Locate in **SIAASGN** or, if not available, in **NBAJOBS**)
- Step 6:** **Suffix Number** field: Enter the instructor's Suffix Number for the cancelled class. (Locate in **SIAASGN** or, if not available, in **NBAJOBS**).

Note: For cancelling prep time or other instructional pay that has not yet been authorized with a NWRINAS, there won't be a Suffix Number assigned to the job record. In this case, enter '00' as the Suffix Number.

Position Number *

Enter the position number previously assigned

998616

Suffix Number *

Enter the suffix previously assigned

00

Use Suffix Number '00' for authorizing pay for prep time or other instructional pay with no Suffix Number.

Step 7: Click **Next**

eAUTH Cancel or Reduce Instructor Pay Process Guide

Class Information fields

*All fields are required

Step 8: Complete the Class Information fields. Follow the prompts for each field on where to access the needed information.

The screenshot shows a web form titled "Class Information" with four input fields and two navigation buttons at the bottom. Each input field is highlighted with a blue border and contains the text "Your answer".

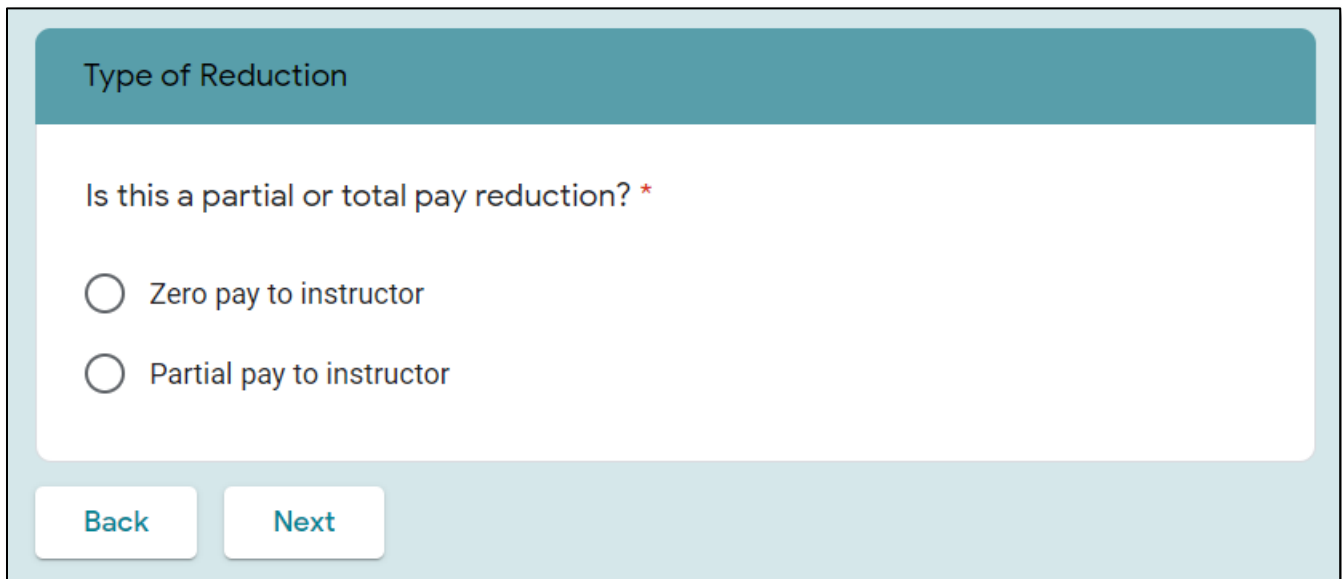
- Term Code ***
Enter the 6 digit term code. i.e. 202002
- Subject and Course Number ***
Enter the information as it appears in SIAASGN or SSASECT. i.e. BA 101
- CRN ***
Course Reference No. as appears in SIAASGN or SSASECT.
- Attendance Method ***
Attendance method as listed on SSASECT.

Navigation buttons: **Back** and **Next**

Step 9: Click **Next** to move to the Submit page, or **Back** to go back to the earlier page

eAUTH Cancel or Reduce Instructor Pay Process Guide

Type of Reduction



The screenshot shows a web form titled "Type of Reduction". The form contains a question: "Is this a partial or total pay reduction? *". Below the question are two radio button options: "Zero pay to instructor" and "Partial pay to instructor". At the bottom of the form are two buttons: "Back" and "Next".

Step 10: Select the applicable pay cancellation:

- a. **Zero pay to instructor** (if you select this option, skip to [Contact Information Fields](#)). This will cancel all pay to the instructor for the provided CRN.
- b. **Partial pay to instructor.** This will reduce the instructor's pay for the provided CRN.

Step 11: Click **Next**

eAUTH Cancel or Reduce Instructor Pay Process Guide

Partial Pay Information fields

*Steps 12 – 16 only apply if **Partial pay to instructor** was selected

Step 12: Start Date of Class: Enter date instructor's pay for the CRN begins

Step 13: End Date of Class: Enter date instructor's pay for the CRN ends

Step 14: Total Hours to be paid: Enter total number of hours instructor is to be paid for the CRN


Step 15: Hourly Rate of pay: Enter the instructor's hourly pay rate. Instructor will be paid the total amount of hours entered in Step 14 multiplied by the entered hourly pay rate here.

Step 16: Click **Next**

Partial Pay Information


Start Date of Class *
The first day work is to begin.

Date

mm/dd/yyyy 

End Date of Class *
The last day of work.

Date

mm/dd/yyyy 

Total Hours to be paid *

Your answer _____

Hourly rate of pay *
Hourly rate previously authorized. Total amount to pay will be calculated using Hourly rate of Pay multiplied by Total Hours to be paid.

Your answer _____

[Back](#) [Next](#) [Clear form](#)

eAUTH Cancel or Reduce Instructor Pay Process Guide

Contact Information fields

Contact Information

Contact Phone Number or Extension *

Contact information of the person filling out this form. Email address is captured automatically.

Your answer

Manager Email Address *

Manager providing supervision of employee and has budget authority.

Your answer

Additional Comments or Information

Enter any additional information needed to process this form.

Your answer

Acknowledgement *

I affirm that this information is correct to the best of my knowledge.

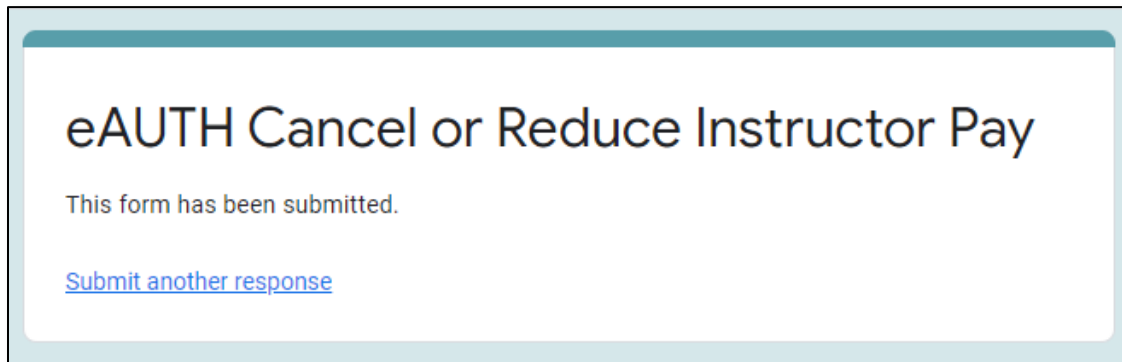
[Back](#) [Submit](#)

Step 17: Complete the contact page fields. The email address entered in the **Manager Email Address** field will receive notifications of a Cancel Pay request waiting their approval. **Be absolutely sure to enter the manager with signature authority as the instructor's manager and select the correct email address when filling this field.**

Step 18: Click **Submit**. This will generate an eAUTH Cancel Pay ID Number for the request and submit it to the Manager's Approval Queue in AODocs.

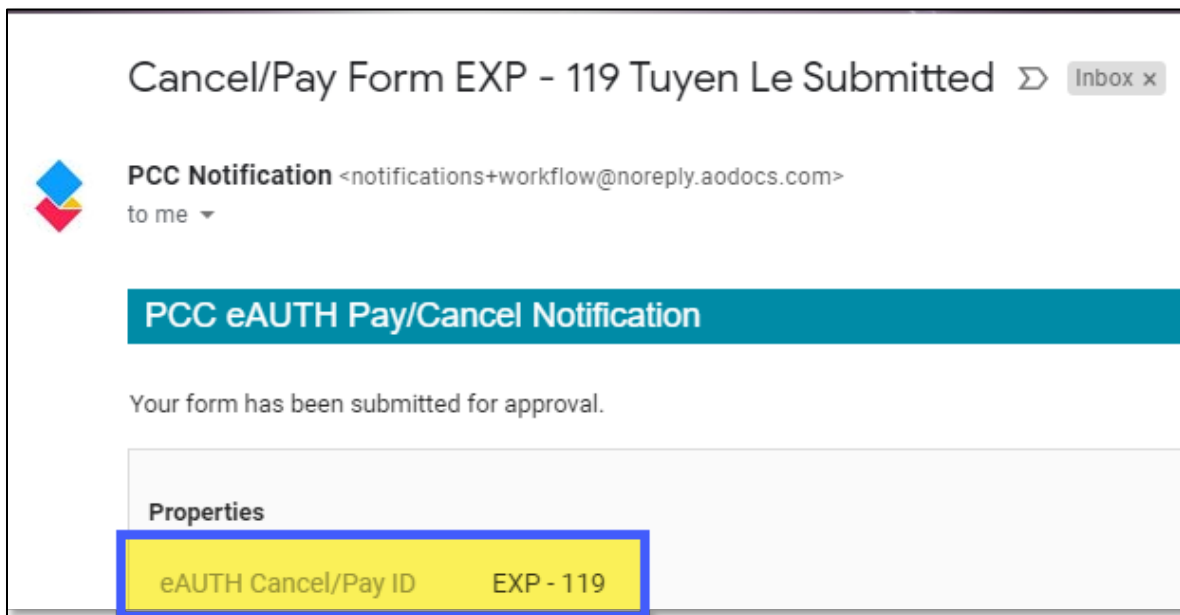
eAUTH Cancel or Reduce Instructor Pay Process Guide

The following message will appear.

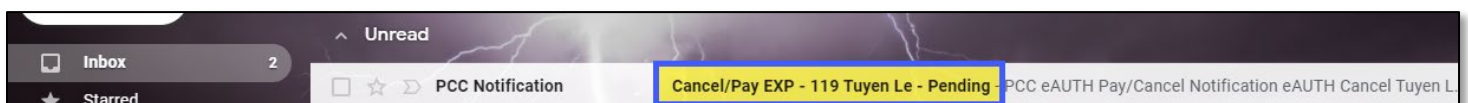


Click **“Submit another response”** to complete an additional eAUTH Cancel or Reduce Instructor Pay AODoc.

An email confirmation detailing the eAUTH Cancel Pay ID number and details of the request will be emailed to the submitter of the eAUTH Cancel Pay request.



An action pending email notification will also be submitted following the confirmation email.



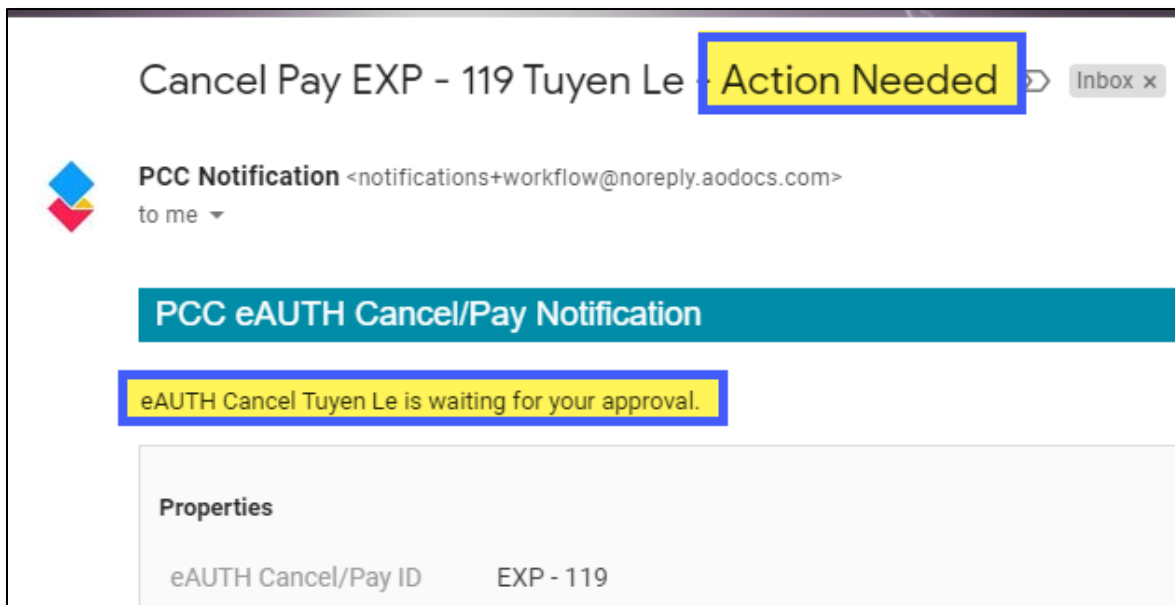
Once approved, the submitter will receive a confirmation email. If not approved, the submitter will receive an email with 'Not Processed' in the title.

eAUTH Cancel or Reduce Instructor Pay Process Guide

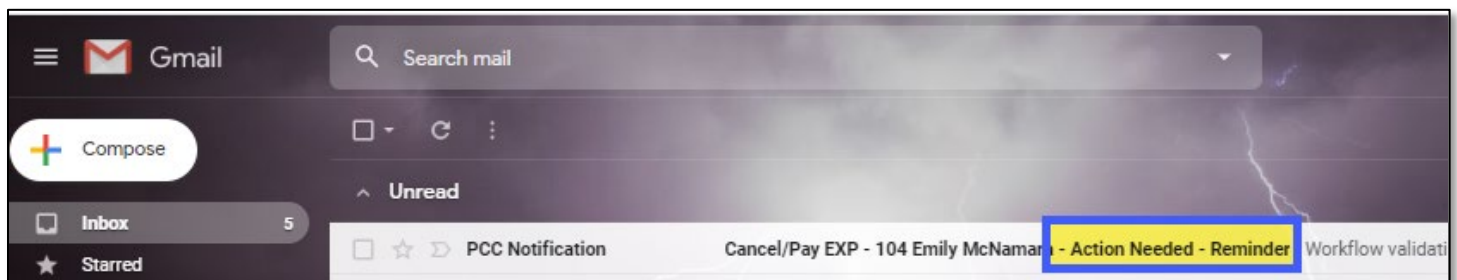
2. Manager Approves or Doesn't Approve eAUTH Pay Cancel or Reduce Instructor Pay Form

The manager whose email address was entered in the Manager Email Address should be supervisor of the instructor and have budget authority.

An email notification of Cancel Pay submission will be generated and sent to the manager's email inbox upon submission with message, 'waiting for your approval'.




If Cancel Pay submission is not approved by the manager after 24 hours, an email notification titled, 'Action Needed – Reminder' will be sent to the manager's email address



Step 1: From the email notification, open the email and review the details of the request.

Step 2: Scroll to the end of the email and click **Approve** to approve the request. This will launch the Perform workflow action page. To cancel the request, click **Not Approve**.

eAUTH Cancel or Reduce Instructor Pay Process Guide

Manager  Emily McNamara


I affirm that this information is correct to the best of my knowledge true

Approve **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.

Perform workflow action

You have chosen the following workflow action. Add a comment if required and submit.

Pending workflow action **Approve** For document **eAUTH Cancel Tuyen Le** 

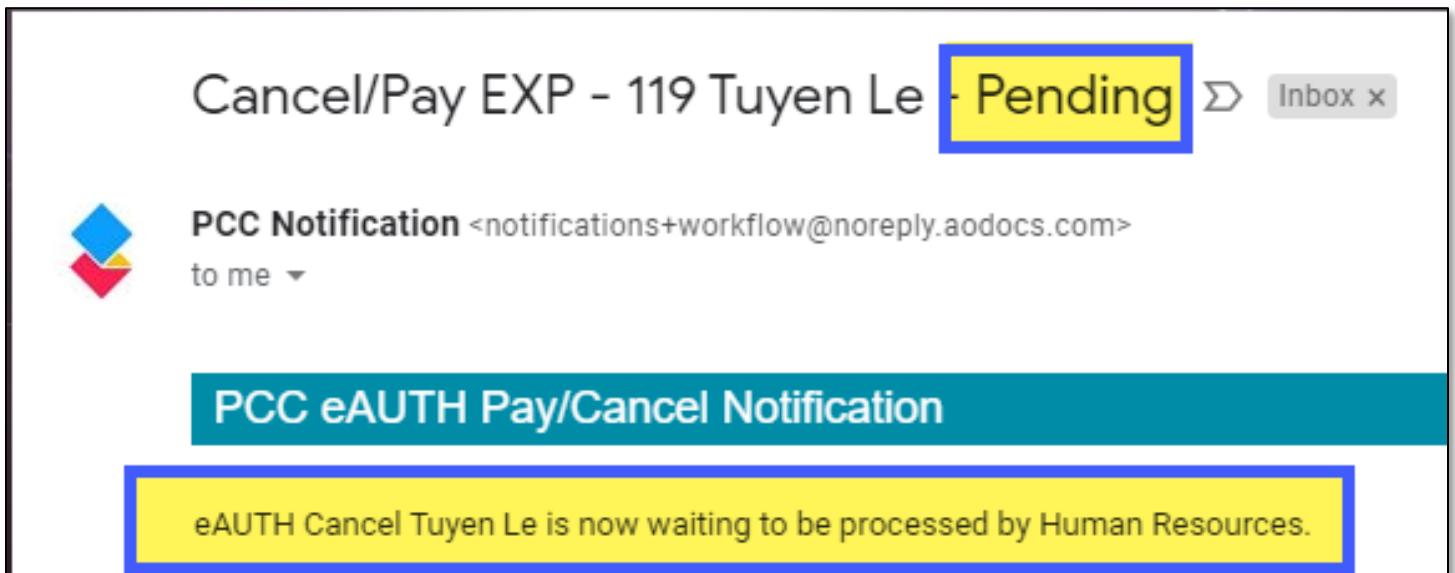
Leave a comment
Insert a comment here

0 / 400


CANCEL **SUBMIT**

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

eAUTH Cancel or Reduce Instructor Pay Process Guide



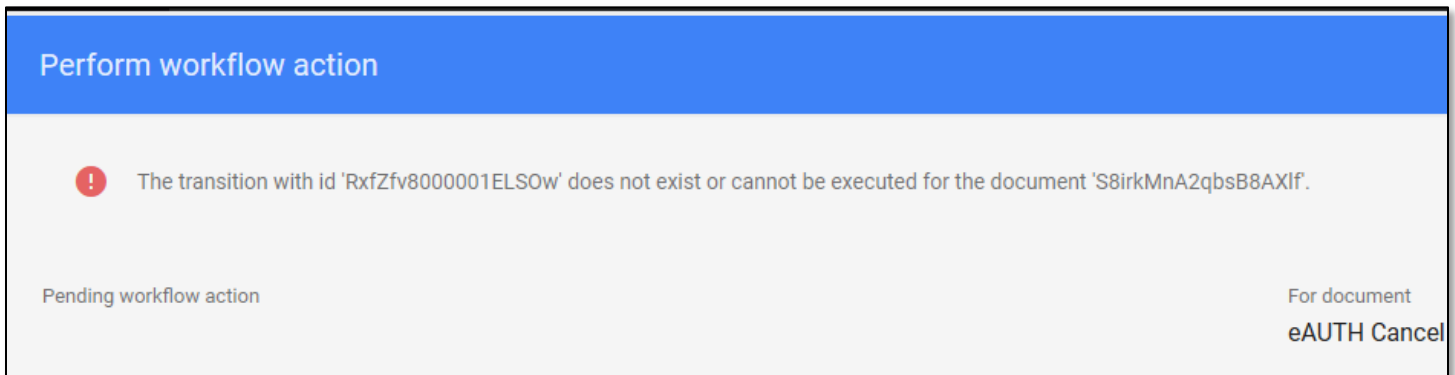
Cancel/Pay EXP - 119 Tuyen Le - Pending Σ Inbox x

 **PCC Notification** <notifications+workflow@noreply.aodocs.com>
to me ▾


PCC eAUTH Pay/Cancel Notification

eAUTH Cancel Tuyen Le is now waiting to be processed by Human Resources.

If the transaction had been cancelled prior to approval, the Approver will receive the following error message upon clicking **Approve**:



Perform workflow action

 The transition with id 'RxfZfv8000001ELSOw' does not exist or cannot be executed for the document 'S8irkMnA2qbsB8AXIf'.

Pending workflow action For document
eAUTH Cancel



eAUTH Cancel or Reduce Instructor Pay Process Guide

Frequently Asked Questions

1. How is the data proofed to make sure the G Number, name and position are accurate?

The proofing for eAUTH forms is the same as with the paper MAP forms.

2. What happens if the eAUTH request is not approved?

The person who submitted the form will receive an email letting them know.

3. If I need to change something about the form after I've submitted it, can I edit the form and resend it?

No. The eAUTH can be canceled and a new one submitted, or HRIS can make comments on the form to note changes.

4. How will I know when HR has completed the request?

You will receive an email that says, 'The Cancel Pay authorization eAUTH Cancel/Pay ID for (instructor name) submitted on (date) has been completed.'

Additional Resources

[Bi-Weekly Payroll Calendars](#)

[HRIS Website](#)

[MAP Process Guide](#)

[NWRINAS Process Guide](#)

[NWRINAS Quick Sheet](#)

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](#)