# eAUTH Cancel Pay Quick Sheet

## Submitting eAUTH Cancel or Reduce Instructor Pay

To submit the form, you must have the following information:

- Instructor Name and G Number
- Job Position Number and Suffix Number
- Class Information: Term, Subject, Course, 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

---

### 2. Complete Instructor information. All fields are required.

Instructor G# *
Banner ID for the instructor
Your answer

**NWRINAS or SIAASGN**

Instructor First Name *
Employee's First name as it appears in Banner
Your answer

Instructor Last Name *
Employee's Last name as it appears in Banner
Your answer

Position Number *
Enter the position number previously assigned
Your answer

**SIAASGN or NBAJOBS**

Suffix Number *
Enter the suffix previously assigned
Your answer

---

### 3. Complete Class Information. All fields are required.
Follow the prompts of each field to locate the information.

---

### 4. Select Applicable Type of Reduction

**Type of Reduction**

Is this a partial or total pay reduction? *

○ Zero pay to instructor

○ Partial pay to instructor

---

### 5. For Partial Pay to Instructor

- **Start Date of Class:** date instructor's pay for class begins

- **End Date of Class:** date instructor's pay for class ends

- **Total Hours to be paid:** total number of hours instructor is to be paid for class

- **Rate of pay:** the instructor's hourly pay rate (NWRINAS). Instructor will be paid the total amount of hours entered multiplied by the entered hourly pay rate.

---

### 6. Complete Contact Page
*The email entered in the **Manager's email** will receive an email notification of a Cancel Pay request waiting their approval.
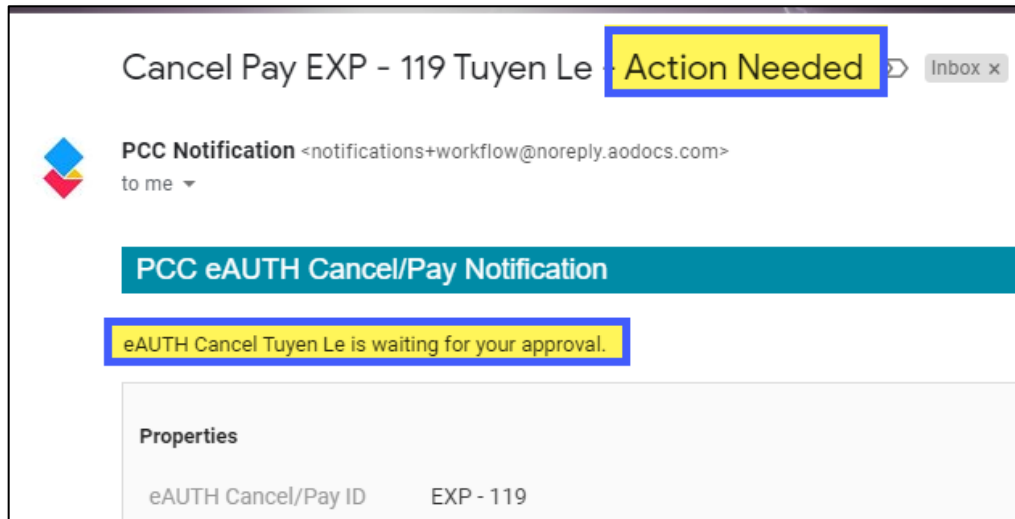
- Click **Submit**. This will create an eAUTH Cancel Pay ID Number and generate a notification email.

eAUTH Cancel Instructor Pay Quick Sheet       Last Updated: 8.17.2020    Page 1 of 2       Portland Community College

# eAUTH Cancel Pay Quick Sheet
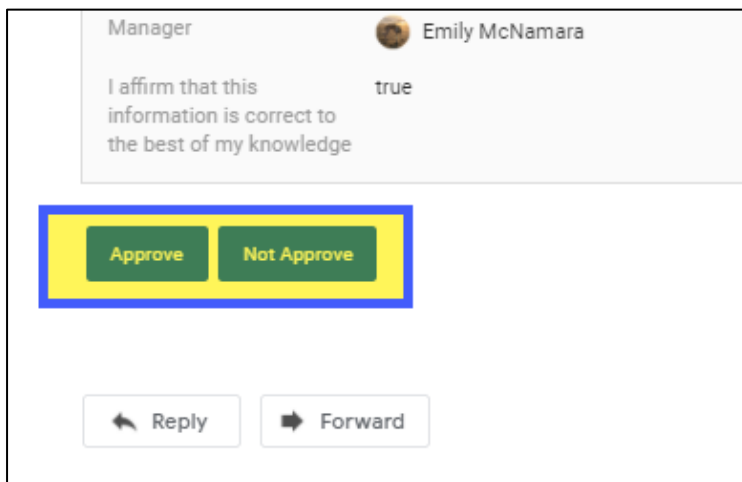## Approving eAUTH Cancel or Reduce Instructor Pay

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

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

   Cancel Pay EXP - 119 Tuyen Le · Action Needed · Inbox ×

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

   **PCC eAUTH Cancel/Pay Notification**

   eAUTH Cancel Tuyen Le is waiting for your approval.

   | Properties | |
   |---|---|
   | eAUTH Cancel/Pay ID | EXP - 119 |

### 2. Approve Cancel Pay request

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

**Step 2:** Click **Approve** (or **Not Approve**). This will launch the Perform workflow action page.

**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.

| Manager | Emily McNamara |
|---|---|
| I affirm that this information is correct to the best of my knowledge | true |

**Approve**    **Not Approve**

↩ Reply    → Forward

---

### Additional Resources

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

MAP Process Guide

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](#)