

UHA Routing

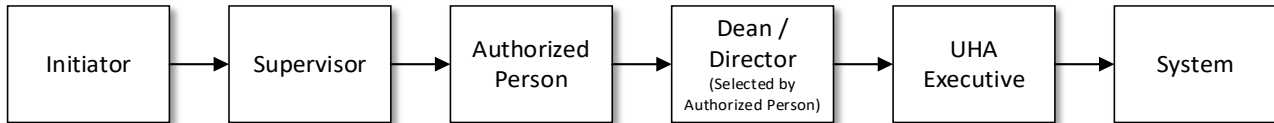
Additional Pay routing is based on the **paying** Org ID in the chartfield, unless otherwise stated. The following is general information for all UHA routing once the form is submitted.

- The initiator may add an Ad Hoc Approver after any approver in the approval path.
- Approvers will not receive an Additional Pay eForm in which they are the employee, it will route to other approvers or skip that approval step.
- Program Director/Coordinator (Ad Hoc Approver) is selected by the GME Office.
- UHA Executive will approve only if they have not previously provided approval in the approval path.
- VP/Executive routing is based upon the employee's Department ID.

UHA Default Routing

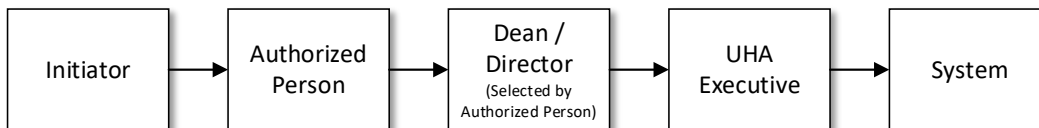
Earn Code = **ADD, AEN**

Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > System



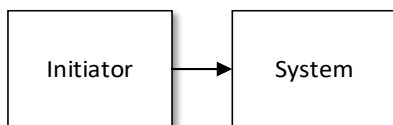
Earn Code = **ECS**

Initiator > Authorized Person > Dean/Director > UHA Executive > System



Earn Code = **CIP** and **hired into CIP Job Code**

Initiator > System



UHA Conditional Routing

Earn Code = ADD, AEN and **Total Amount > \$2500**

Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > **VP/Executive** > System

UHA Conditional Routing Continued

Earn Code = ADD, AEN and **Special Check = Yes**

Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > **Payroll** > System

Earn Code = ADD and **Job Code = 0253**

Initiator > **GME Office** > Authorized Person > **Program Director/Coordinator** (Ad Hoc Approver) > Dean/Director > UHA Executive > System

Earn Code = ECS and **Total Amount > \$2500**

Initiator > Authorized Person > Dean/Director > UHA Executive > **VP/Executive** > System

Earn Code = ECS and **Special Check = Yes**

Initiator > Authorized Person > Dean/Director > UHA Executive > **Payroll** > System

Earn Code = ECS and **Job Code = 0253**

Initiator > **GME Office** > Authorized Person > **Program Director/Coord** (Ad Hoc Approver) > Dean/Director > UHA Executive > System

Earn Code = CIP and **hired into CIP Job Code** and **Special Check = Yes**

Initiator > **Payroll** > System