
ADDITIONAL PAY ROUTING

The following is general information for Campus and/or UHA routing once the form is submitted.

- 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.
- Additional Pay eForms will always route to the approvers in the Default Routing and when applicable route to one or more approvers in the Conditional Routing. Each approver in the routing is determined by specific information. See below for details.
- The initiator *and* default or conditional approvers may add an Ad Hoc Approver in the routing path. Ad Hoc approvers will solely approve eForms and will be unable to add Ad Hoc approvers, refer to the *Add Ad Hoc Approver* section in the Additional Pay Training Guide for more details.

Default Routing approvers

- Supervisor is the employee's direct supervisor.
- Authorized Person is the approver(s) for the activity/project in the chartfield. The Authorized Person when they are evaluating will select the appropriate Dean/Director.
- Dean/Director is selected by the Authorized Person. See Authorized Person above.

Conditional Routing approvers

- GME Offices approves GME Residents in job code 0253. GME Office will approve instead of the Supervisor in default routing.
- Program Director/Coordinator is and Ad Hoc Approver inserted by the GME Office.
- AVP-FAC Campus approves Campus Faculty employees as well as UHA Faculty employees with SVPAA paying Org IDs in the chartfield.
- UHA Executive approves UHA paying Org IDs in the chartfield. Specific UHA Executive is determined by the Org ID in the chartfield. Will only approve if they have not previously approved as the Dean/Director.
- Reviewer approves Campus/UHA Staff employees with Total Amount > \$2500 and SVPAA *paying* Org IDs in the chartfield.
- VP/Executive approves Total Amount > \$2500. Specific VP is determined by the employee's department ID on the eForm.
- Paying VP approves Total Amount > \$2500 with SVPAA paying Org IDs in the chartfield. Will only approve if they have not previously approved as the VP/Executive.
- Payroll approves special checks

Default Routing

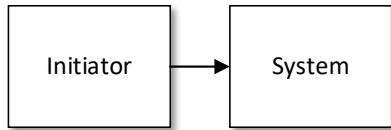
Earn Code = **ADD, AEN, ECS**

Initiator > Supervisor > Authorized Person > Dean/Director (**Selected by Authorized Person**) > System



Earn Code = **CIP and in a CIP Job Code**

Initiator > System



Conditional Routing

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

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

Earn Code = ADD and **Campus Faculty**

Initiator > Supervisor > Authorized Person > Dean/Director > **AVP-FAC Campus** > System

Earn Code = ADD, AEN, ECS and **UHA Faculty with SVPAA paying Org IDs**

Initiator > Supervisor > Authorized Person > Dean/Director > **AVP-FAC Campus** > System

Earn Code = ADD, AEN, ECS and **UHA paying Org IDs**

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

Earn Code = ADD, AEN, ECS and **Campus/UHA Staff and Total Amount > \$2500 with SVPAA paying Org IDs**

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

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

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

Earn Code = ADD, AEN, ECS and **Total Amount > \$2500 with SVPAA paying Org IDs**

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

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

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

Earn Code = CIP and in a CIP Job Code and **Special Check = Yes**

Initiator > **Payroll** > System