

Campus Routing

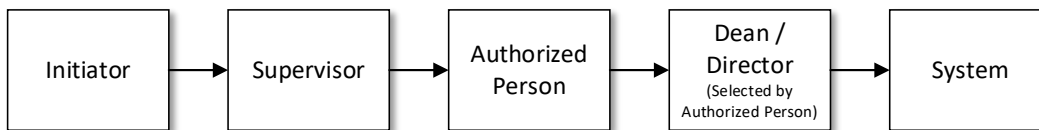
Additional Pay routing is based on the **paying** Org ID in the chartfield, unless otherwise stated. The following is general information for all Campus routing once the form is submitted.

- 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.
- AVP-FAC Campus and VP Executive routing is based upon the employee's Department ID.

Campus Default Routing

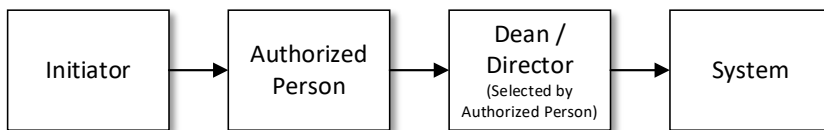
Earn Code = **ADD, AEN**

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



Earn Code = **ECS**

Initiator > Authorized Person > Dean/Director > System



Campus Conditional Routing

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

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

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

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

Earn Code = ADD and **Campus Faculty Employee**

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

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

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

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

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