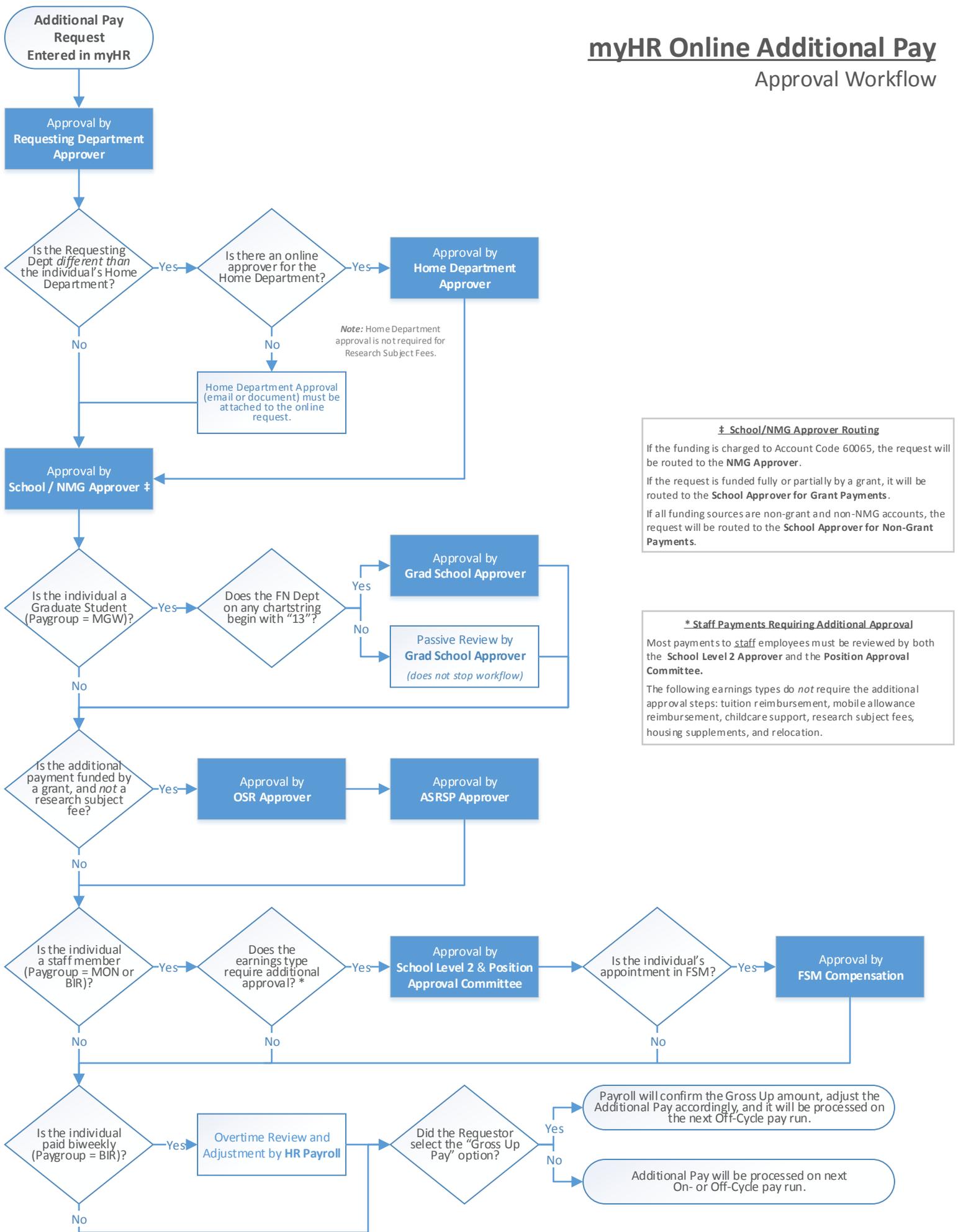


myHR Online Additional Pay Approval Workflow



‡ School/NMG Approver Routing

If the funding is charged to Account Code 60065, the request will be routed to the **NMG Approver**.

If the request is funded fully or partially by a grant, it will be routed to the **School Approver for Grant Payments**.

If all funding sources are non-grant and non-NMG accounts, the request will be routed to the **School Approver for Non-Grant Payments**.

*** Staff Payments Requiring Additional Approval**

Most payments to *staff* employees must be reviewed by both the **School Level 2 Approver** and the **Position Approval Committee**.

The following earnings types do *not* require the additional approval steps: tuition reimbursement, mobile allowance reimbursement, childcare support, research subject fees, housing supplements, and relocation.

Note: Home Department approval is not required for Research Subject Fees.

Home Department Approval (email or document) must be attached to the online request.

Passive Review by Grad School Approver (does not stop workflow)