myHR Deployed Additional Pay
Approval Workflow

Additional Pay Request Entered in myHR

Approval by Requesting Department Approver

Is the Requesting Dept different than the individual's Home Department?

Yes

Is there an online approver for the Home Department?

Yes

Approval by Home Department Approver

No

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

Approval by School / NMG Approver €

Is the individual a Graduate Student (Paygroup = MGW)?

Yes

Does the FN Dept on any chartstring begin with "13"?

Yes

Approval by Grad School Approver

No

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

Is the additional payment funded fully or partially by a grant?

Yes

Approval by OSR Approver

No

Approval by ASRSP Approver

Is the individual a staff member (Paygroup = MON or BIR)?

Yes

Does the earnings type require Compensation approval? *

Yes

Approval by HR Compensation

No

Is the individual's appointment in FSM?

Yes

Approval by FSM Compensation

No

Is the individual paid biweekly (Paygroup = BIR)?

Yes

Overtime Review and Adjustment by HR Payroll

No

Did the Requestor select the "Gross Up Pay" option?

Yes

Payroll will confirm the Gross Up amount, adjust the Additional Pay accordingly, and it will be processed on the next Off-Cycle pay run.

No

Additional Pay will be processed on next On- or Off-Cycle pay run.

* Earnings Types Requiring Compensation Approval
the following earnings types must be approved by Compensation for staff employees only:
Award, Bonus, Housing Supplement, Incentive Compensation Bonus, Relocation, Supplemental Pay, and Temporary Assignment

† 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.