myHR Online 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

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

No → Home Department Approval (email or document) must be attached to the online request.

No → 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

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

No → Approval by OSR Approver

Approval by ASRSP Approver

Is the additional payment funded by a grant, and not a research subject fee?

Yes → Approval by OSR Approver

Yes → Approval by ASRSP Approver

No → Approval by School Level 2 & Position Approval Committee

Is the individual’s appointment in FSM?

Yes → Approval by FSM Compensation

Does 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.

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

Yes → Does the earnings type require additional approval? *

Yes → Approval by School Level 2 & Position Approval Committee

No → Approval by FSM Compensation

Is the individual paid biweekly (Paygroup = BIR)?

Yes → Overtime Review and Adjustment by HR Payroll

No → Approval by FSM Compensation

Is there an online approver for the Home Department?

Yes → Approval by Home Department 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

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

No → Approval by OSR Approver

Approval by ASRSP Approver

Is the additional payment funded by a grant, and not a research subject fee?

Yes → Approval by OSR Approver

Yes → Approval by ASRSP Approver

No → Approval by School Level 2 & Position Approval Committee

Is the individual’s appointment in FSM?

Yes → Approval by FSM Compensation

Does 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.

* 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.

‡ 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.

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

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