Extra Compensation – “TO BE”

Employee must notify Manager they will be accepting an Extra Compensation Contract before contract is originated.

Exceptions will be entered on contract form and routed for proper approvals.

FAS verifies credentials and if exception is required and included in the contract.

NO-Ret to Orig to Cancel with notes.
Extra Compensation – “TO BE”

1. **Review & Sign**
   - From P1 A
   - From P1 B
   - From P1 C

   - **Approved?**
     - **YES**
       - Auto Notify Originator to Cancel
     - **NO**
       - Need Dean Approval?
         - **YES**
           - Grant Acct?
             - **YES**
               - Faculty?
                 - **YES**
                   - Credit Instruction?
                     - **YES**
                       - Auto Notification
                     - **NO**
                       - Auto Notification
                 - **NO**
                   - Auto Notification
             - **NO**
               - Auto Notification
         - **NO**
           - Faculty?
             - **YES**
               - Credit Instruction?
                 - **YES**
                   - Auto Notification
                 - **NO**
                   - Auto Notification
           - **NO**
             - Auto Notification
     - **NO**
       - Auto Notify Originator to Cancel

   **Note:** Credit-Instruction contracts: Designees CANNOT approve since Chair Approval is validating SACs Credentials.

2. **Review to Approve**
   - **Approved?**
     - **YES**
       - Grant Acct?
         - **YES**
           - Faculty?
             - **YES**
               - Credit Instruction?
                 - **YES**
                   - Auto Notification
                 - **NO**
                   - Auto Notification
             - **NO**
               - Auto Notification
         - **NO**
           - Auto Notification
     - **NO**
       - Auto Notify Originator to Cancel

   **Note:** Staff Credit-Instruction contracts are routed directly to employee to approve, FAS nor WFM have to review these.

3. **Hiring Dean/Designee (Level 20)**
   - **Auto Notification**
     - **Go To P3 H**

4. **Auto Notify**
   - **Go To P3 P**
   - **Go To P3 D**
   - **Go To P3 E**
   - **Go To P3 F**
   - **Go To P4 G**
   - **Go To P4 L**
   - **Go To P4 K**
   - **Go To P4 J**
   - **Go To P4 I**

5. **Faculty?**
   - **NO**
     - **Auto Notification**
     - **Go To P3 M**

6. **Credit Instruction?**
   - **NO**
     - **Auto Notification**
     - **Go To P3 N**

7. **Grant Acct?**
   - **NO**
     - **Auto Notification**
     - **Go To P3 O**

8. **Faculty?**
   - **NO**
     - **Auto Notification**
     - **Go To P3 P**

9. **Credit Instruction?**
   - **NO**
     - **Auto Notification**
     - **Go To P3 Q**

10. **Auto Notify**
    - **Go To P3 R**

**Note:** Credit-Instruction contracts. Dean/Designee approves funding. If an Exception is included, designees CANNOT approve.
Extra Compensation – “TO BE”

Employee

Accept/Reject

- From P2 G
  - From P2 L
  - From P3 O
  - From P3 Q
  - From P3 S

Employee's Manager/Chair

Review/Update with Comments

- Auto Notification
- Originator & Employee

- Auto Notification
- Manager about contract

YES

No

YES

No

Shared Services

Access EPAF Friendly Page

Correction Needed?

NO

Create EPAF

YES

Auto Notification Originator to Cancel

NO

Create EPAF
Extra Compensation – “TO BE”

HR Records

Review/Apply EPAF

From P4 V

From P1 W

End

P5 rev Mar 2, 2017