ICD Academic Term Pay Work Flow

Eligibility: Part-Time Employee or Temporary on Semi-Monthly

**Creation/Communications**

- Initiator Enters Academic Term Pay Request
- Approval Email Communication Initiator & Employee
- Academic Term Pay APPROVED
- Academic Term Pay REJECTED

**Approvals**

- Employee’s Supervisor Accept/Reject
- Employee’s Home Department Planning Unit Approver Accept/Reject
- Accept/Reject
- Different Hiring Dept? YES
- Accept/Reject
- Hiring Department Planning Unit Approver Accept/Reject
- Payroll Review/Approval

**NOTE:** Initiator and Hiring Department Planning Unit Approver may be the same person.

**Escalation Path:** Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

**Escalation Timeline:** 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)
ICD Additional Pay Work Flow

Eligibility: Full-Time, Part-Time, Faculty, Administrative

Creation/Communications

Initiator
Enters Additional Pay Request

Employee’s Home Department Planning Unit Approver

Accept/Reject

Accept

Different Hiring Dept?

YES

Hiring Department Planning Unit Approver (If Different)

Accept/Reject

ACCEPT

FACULTY

Compensation Approval

Accept/Reject

ACCEPT

Payroll Review/Approval

Escalation Path: Next Approver Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.
ICD Additional Salary Work Flow

Eligibility: Full-Time, Part-Time, Faculty, Administrative

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)
Eligibility: Faculty and Admins who are benefits eligible

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)
ICD Instructional Overload Work Flow

Eligibility: Full-Time Employee

Creation/Communications

- Initiator Enters Over Load Request

Approvals

- Employee’s Supervisor
- Employee’s Home Department Chair (if Added as Ad Hoc Approver)
- Employee’s Home Department Planning Unit Approver
- Initiator Department Planning Unit Approver (if Different)

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Howard Dewald, Comp and Payroll are unlimited)
ICD Non-Instructional Overload Work Flow

Eligibility: Faculty (Full-Time Only)

Creation/Communications

1. Initiator Enters Over Load Request

Approvals

1. Employee's Supervisor
   - Accept/Reject
   - Accept

2. Employee's Home Department Planning Unit Approver
   - Accept/Reject
   - Accept

3. Initiator
   - Accept/Reject
   - Accept

4. Different Hiring Dept?
   - YES
     - Initiator Department Planning Unit Approver (If Different)
     - Accept/Reject
   - NO

Employee's Home Department Planning Unit Approver

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Comp and Payroll are unlimited)
Eligibility: Part-Time Employee

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days  (Except Initiator Planning Unit Escalator and Payroll are unlimited)
ICD Summer Research Work Flow

Eligibility: Faculty (Tenure Track, Term, Visiting Faculty Only)

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)
ICD Summer Term Pay Work Flow

Eligibility: Faculty (Early Retiree, Tenure Track, Visiting Faculty, Term Faculty and OPIE Instructor Only (9 Month Appointment Type Only))

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days  (Except Initiator Planning Unit Escalator and Payroll are unlimited)
ICD Employee Recognition Award Work Flow

Eligibility: All Employee Types

Initiator Enters Bonus Request

Employee’s Home Department Supervisor Approver

Accept/Reject

Accept/Reject

Employee’s Home Department Planning Unit Approver

Accept/Reject

Different Hiring Dept?

YES

Initiator Department Planning Unit Approver

Accept/Reject

Compensation Approval

Accept/Reject

Payroll Review/Approval

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)
ICD Contract Pay Work Flow

Eligibility: Part-Time Program Employees

Initiator Enters Contract Pay Request

Employee's Home Department Planning Unit Approver

Accept/ Reject

Different Hiring Dept?

YES

Initiator Department Planning Unit Approver

Accept/ Reject

NO

Payroll Review/ Approval

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver

Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)
ICD Early Retiree Pay Work Flow

Eligibility: Faculty (Group I Only)

NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)