ICD Work Flow Diagrams

ICD Academic Term Pay Work Flow

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

Initiator Enters Academic Term Pay Request

Employee’s Supervisor

Accept/Reject

Employee’s Home Department Planning Unit Approver

Accept/Reject

Different Hiring Dept?

YES

Accept

ACCEPT

Hiring Department Planning Unit Approver

Accept/Reject

Hiring Department Planning Unit Approver

ACCEPT

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
      - YES → Hiring Department Planning Unit Approver (If Different)
      - NO → PAYROLL Review/ Approval
  - REJECT

Approvals

- FACULTY Or ADMIN
  - Accept/ Reject
    - ACCEPT
    - REJECT
  - PAYROLL Review/ Approval

- Compensation Approval
  - Accept/ Reject
    - ACCEPT
    - REJECT

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

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)
ICD Additional Salary Work Flow

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

**Initiator**
- Enters Additional Salary Request

**Employee’s Home Department Planning Unit Approver**
- Accept/Reject
  - ACCEPT
  - REJECT

**Different Hiring Dept?**
- YES
  - Hiring Department Planning Unit Approver (If Different)
  - Accept/Reject
  - ACCEPT
  - FACULTY Or ADMIN
  - ADMIN
  - Compensation Approval
  - Accept/Reject
  - ACCEPT
  - Payroll Review/Approval

**NO**
- REJECT

**Rejection E-mail Communication**
- Initiator & Prior Approvers

**Additional Salary REJECTED**
- REJECT

**Approval E-mail Communication**
- Initiator & Employee

**Additional Salary APPROVED**

**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 Fiscal Increment Work Flow

Eligibility: Faculty and Admins who are benefits eligible

Initiator Enters Fiscal Increment Request

Employee's Home Department Planning Unit Approver

Accept/Reject

Accept

Different Hiring Dept?

Initiator Department Planning Unit Approver (If Different)

Accept/Reject

Accept

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 Instructional Overload Work Flow

Eligibility: Full-Time Employee

Creation/Communications

Initiator Enters Over Load Request

Employee’s Supervisor

Employee’s Home Department Chair (If Added as Ad Hoc Approver)

Employee’s Home Department Planning Unit Approver

Different Hiring Dept?

YES

ACCEPT

NO

ACCEPT

Over 25% Base?

YES

“Over Limit”/Howard Dewald

ACCEPT

NO

Initiator Department Planning Unit Approver (if Different)

Payroll Review/Approval

Rejection E-mail Communication Initiator & Prior Approvers

Instructional Over Load REJECTED

ACCEPT

REJECT

Employee’s Home Department Chair (If Added as Ad Hoc Approver)

Initiator Enters Over Load Request

Creation E-mail Communication (Employee)

Initiator Enters Over Load Request

Eligibility: Full-Time Employee

Approval E-mail Communication Initiator & Employee

Instructional Over Load APPROVED

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:
- Initiator Enters Overload Request
- Creation E-mail Communication (Employee)
- Employee’s Supervisor
  - Accept/Reject
  - Accept/Reject/Return
  - Employee’s Home Department Planning Unit Approver
    - Accept
    - Accept/Reject
    - Accept/Reject/Return
      - Different Hiring Dept?
        - YES
          - Initiator Department Planning Unit Approver (If Different)
            - Accept/Reject
        - NO
          - 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)

Approvals:
- Rejection E-mail Communication Initiator & Prior Approvers
- Non-Instructional Over Load REJECTED
- Approval E-mail Communication Initiator & Employee
- Non-Instructional Over Load APPROVED
- Payroll Review/Approval
- 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)
ICD PT Contract Pay Work Flow

Eligibility: Part-Time Employee

Initiator Enters PT Contract Pay Request

- Employee’s Home Department Planning Unit Approver
  - Accept/Reject
    - Different Hiring Dept?
      - NO: Payroll Review/Approval
      - YES: Initiator Department Planning Unit Approver
        - Accept/Reject
          - Initiator and Prior Approvers
            - Rejection E-mail Communication
              - Initiator & Employee
            - PT Contract Pay REJECTED
            - REJECT
          - Approval E-mail Communication
            - Initiator & Employee
            - PT Contract Pay APPROVED

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

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
  - YES: Different Hiring Dept?
  - NO: Initiator Department Planning Unit Approver

**Initiator Department Planning Unit Approver**
- Accept/Reject
  - YES: Initiator & Prior Approvers
  - NO: Rejection E-mail Communication

**Rejection E-mail Communication Initiator & Prior Approvers**
- Contract Pay REJECTED

**Approval E-mail Communication Initiator & Employee & Grant Accounting**
- Contract Pay APPROVED

**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)