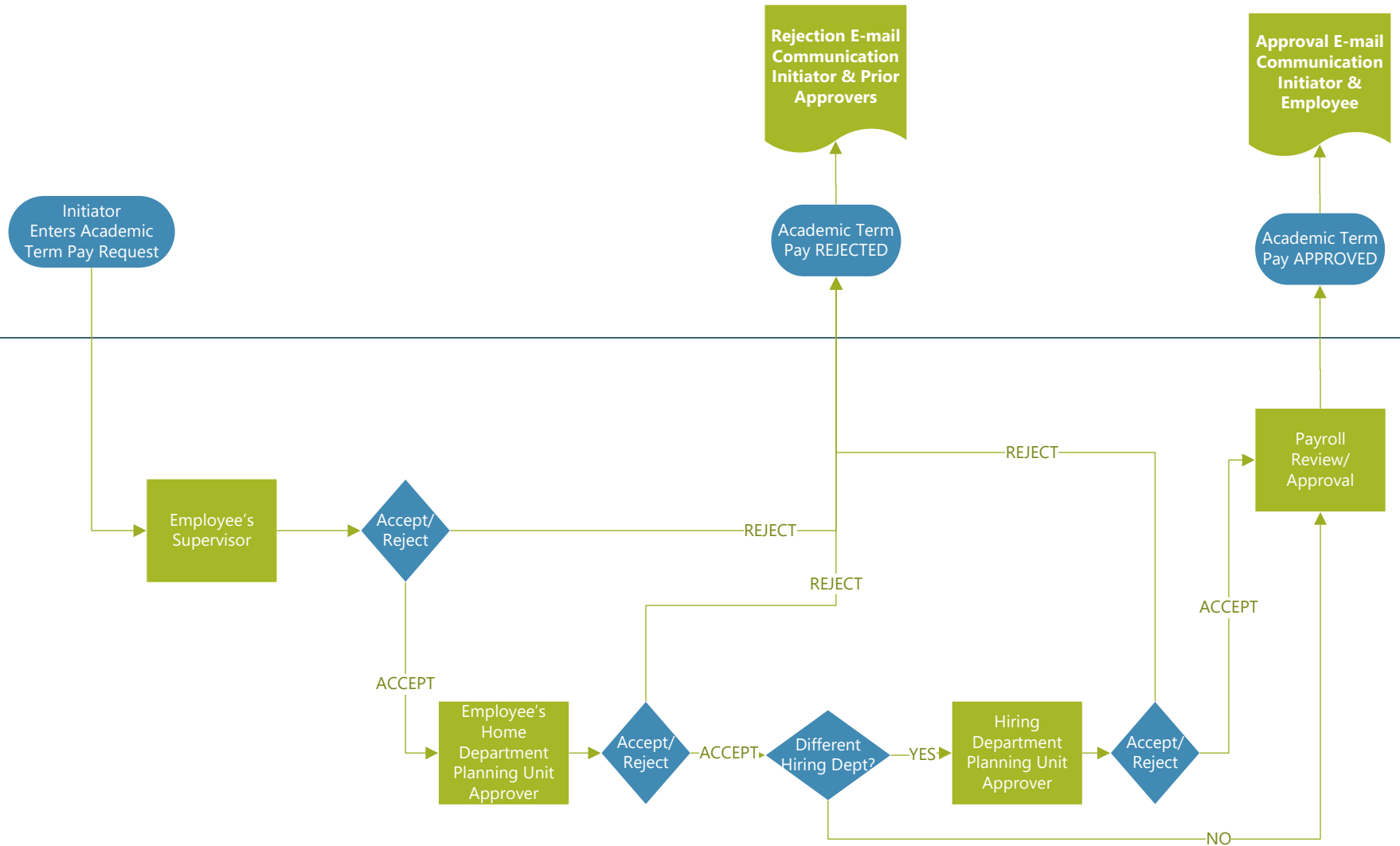


ICD Academic Term Pay Work Flow

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

Creation/ Communications

Approvals



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

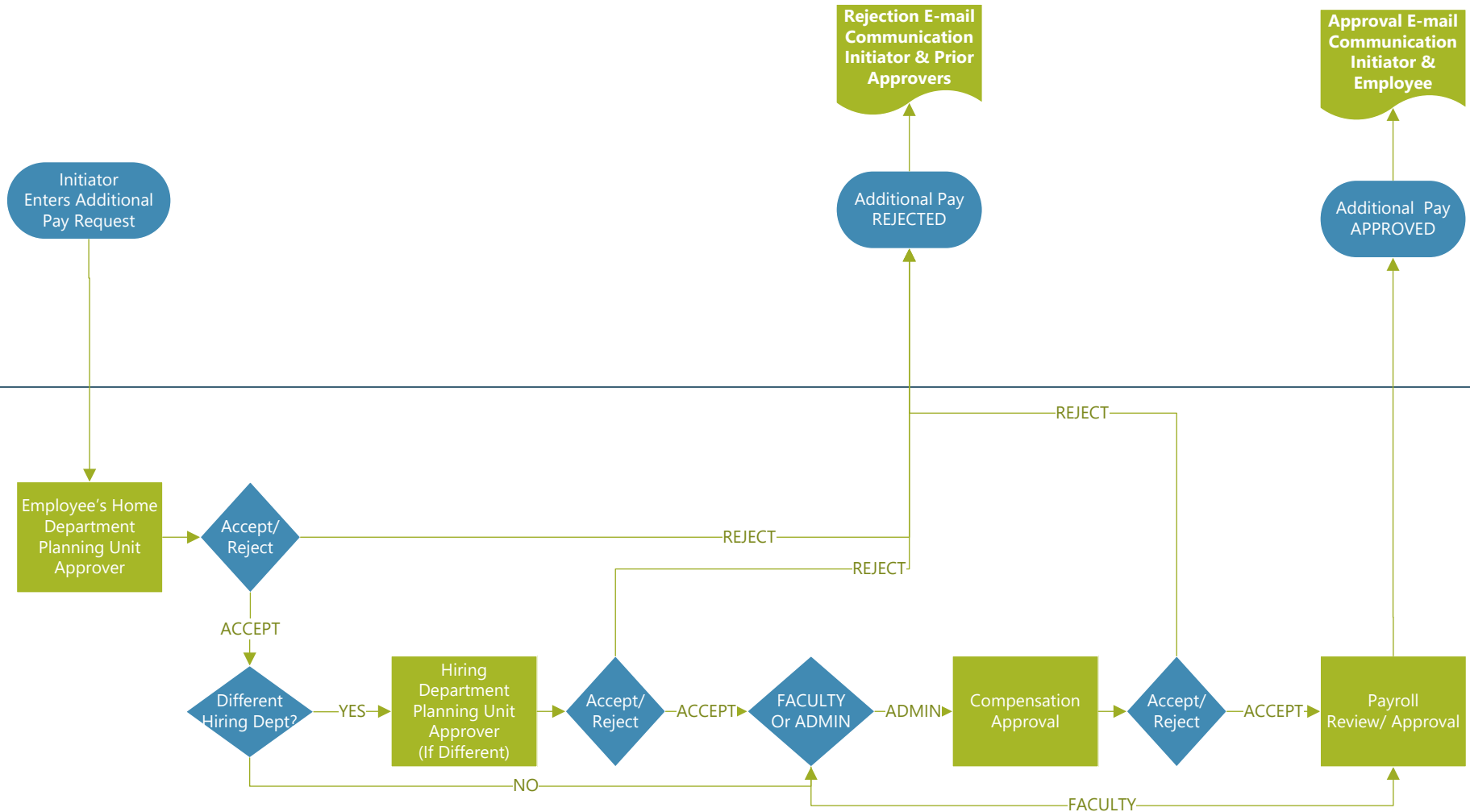
Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
 Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)

ICD Additional Pay Work Flow

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

Creation/ Communications

Approvals



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

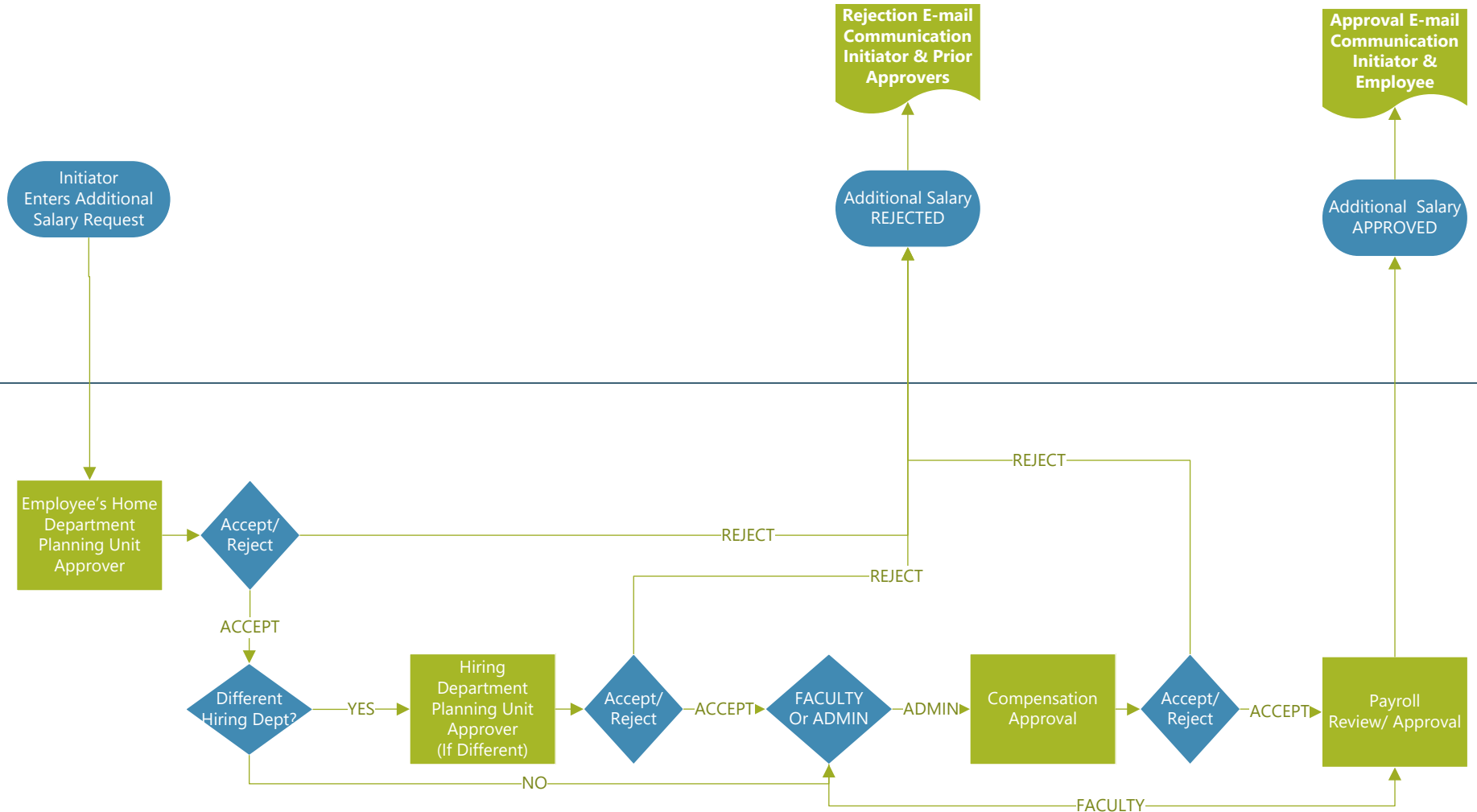
Escalation Path: Next Approver Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
 Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)

ICD Additional Salary Work Flow

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

Creation/ Communications

Approvals



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

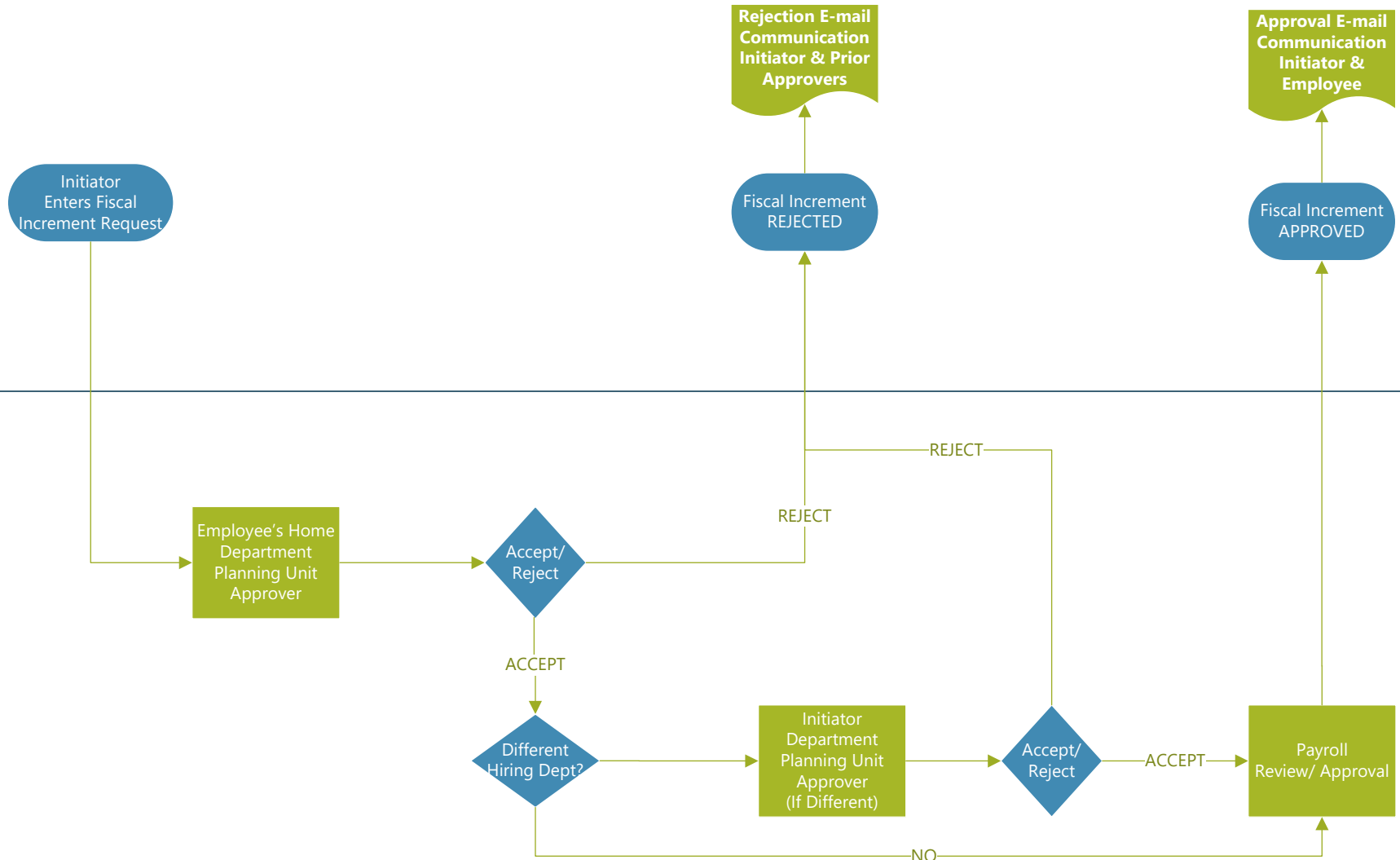
Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
 Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, Compensation and Payroll are unlimited)

ICD Fiscal Increment Work Flow

Eligibility: Faculty and Admins who are benefits eligible

Creation/ Communications

Approvals



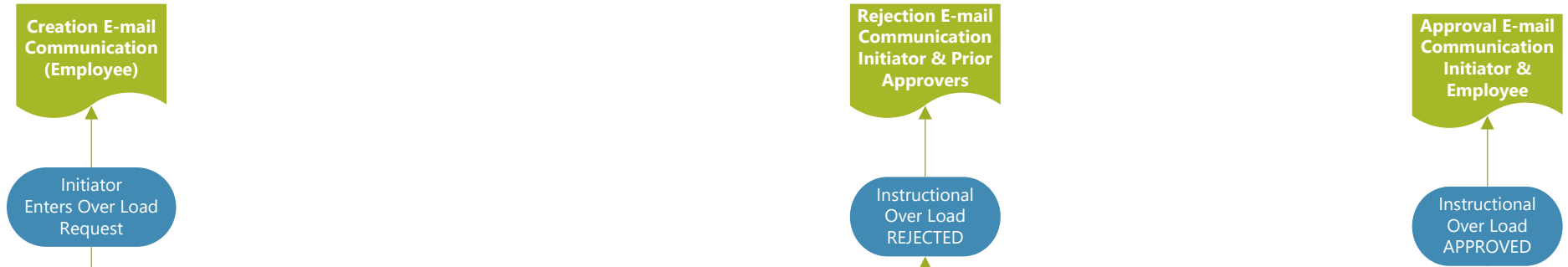
NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

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)

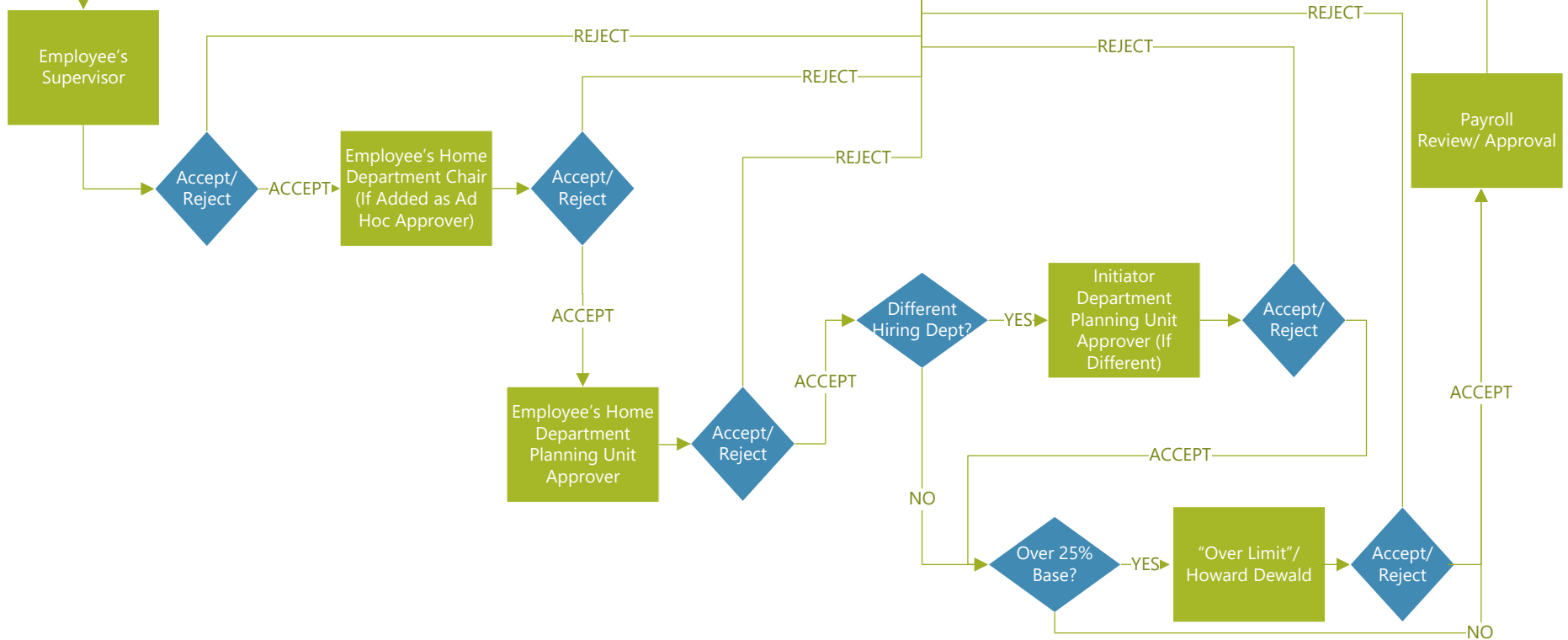
ICD Instructional Overload Work Flow

Eligibility: Full-Time Employee

Creation/ Communications



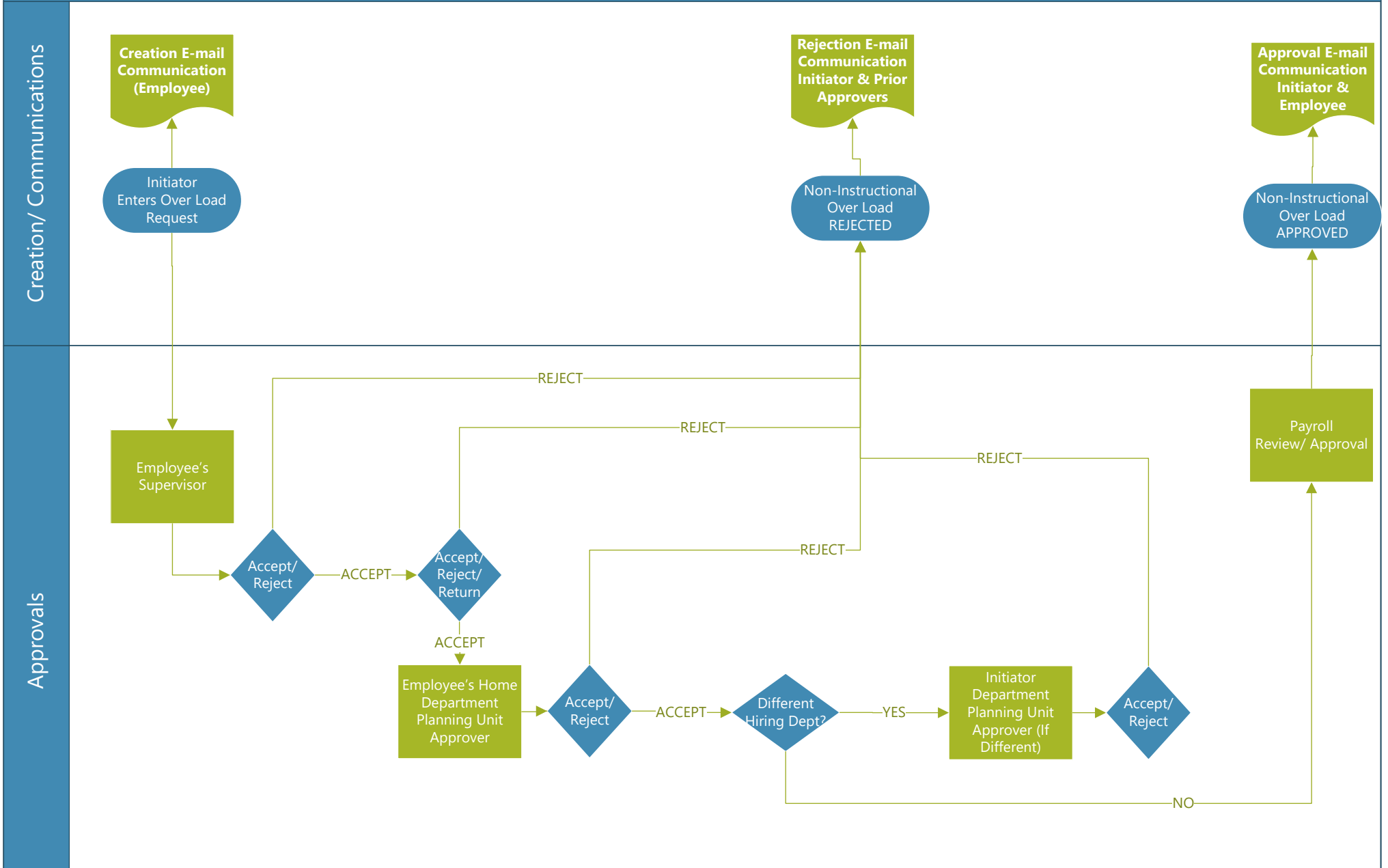
Approvals



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)



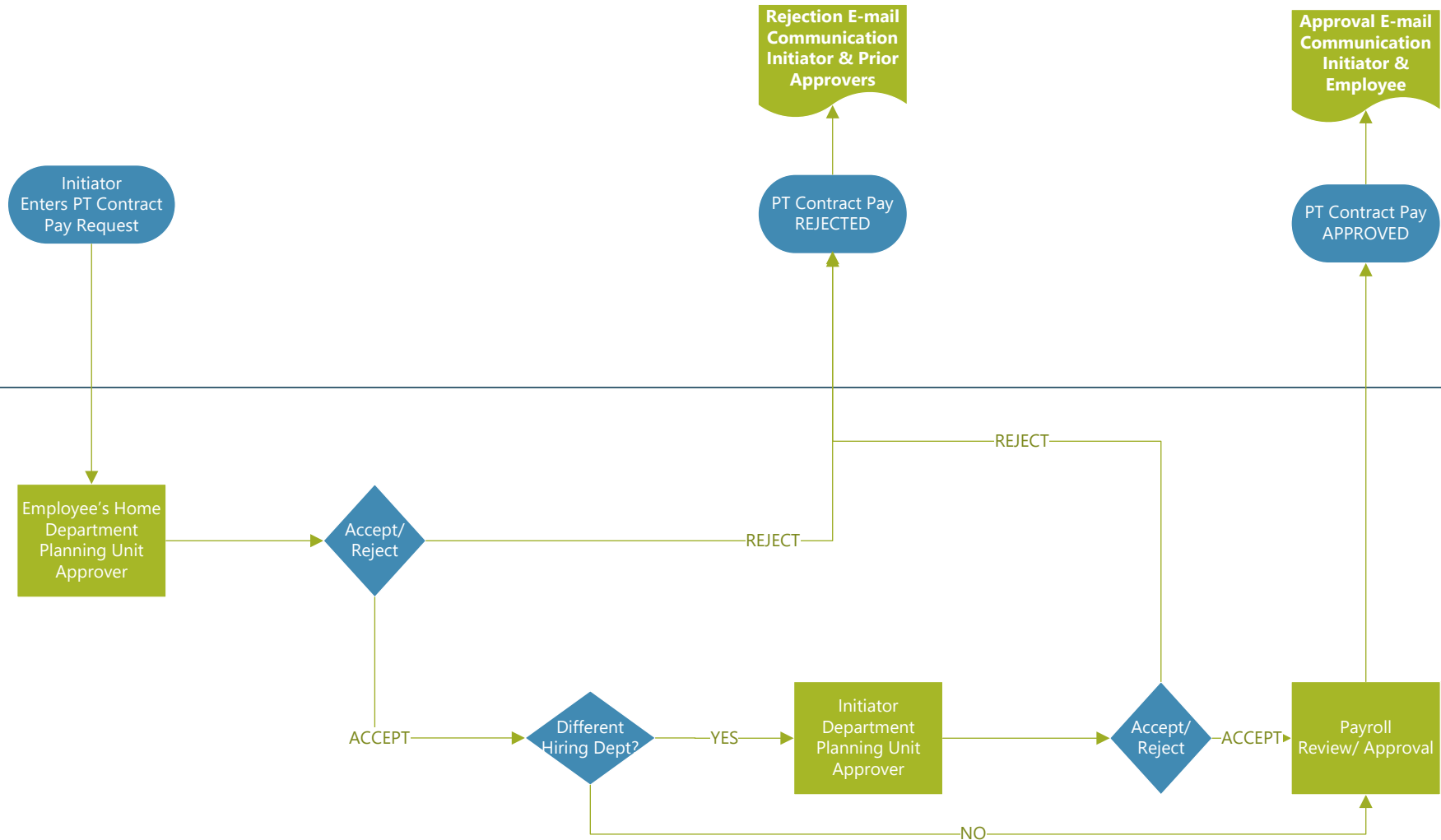
Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
 Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator, , Comp and Payroll are unlimited)

ICD PT Contract Pay Work Flow

Eligibility: Part-Time Employee

Creation/ Communications

Approvals



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

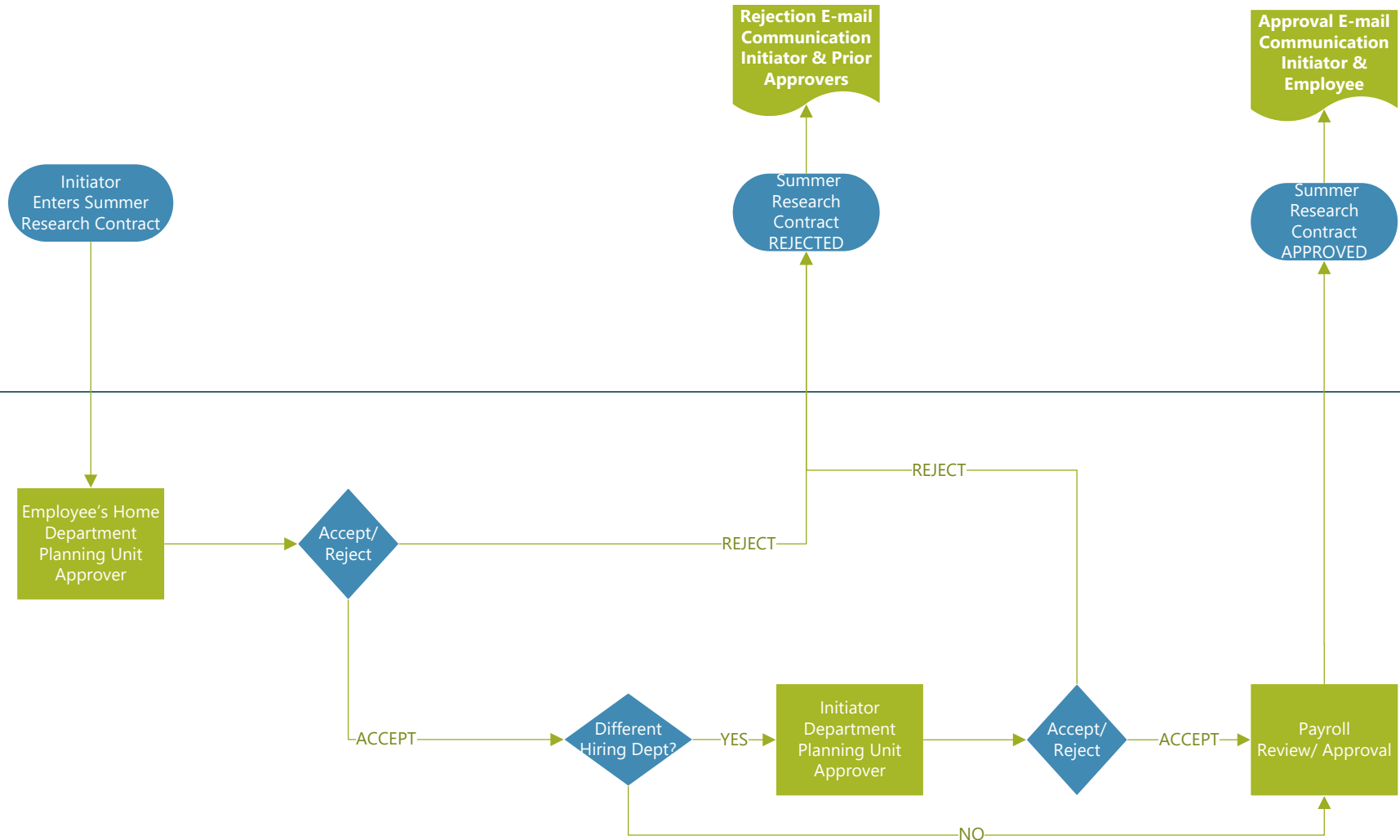
Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)

ICD Summer Research Work Flow

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

Creation/ Communications

Approvals



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

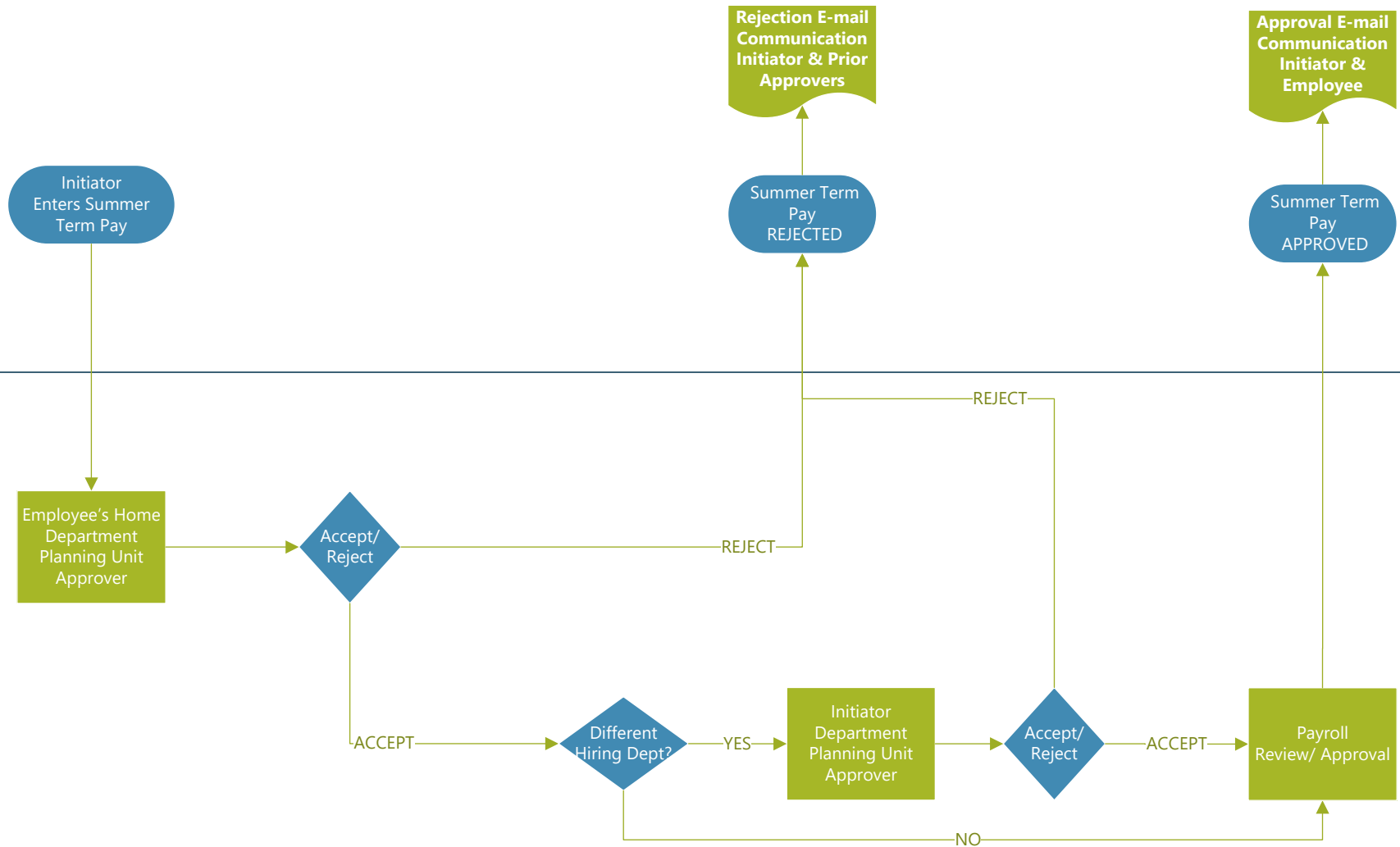
Escalation Path: Next Approver unless Planning Unit Head, then escalates to Planning Unit Escalation Approver
Escalation Timeline: 4 Calendar Days (Except Initiator Planning Unit Escalator and Payroll are unlimited)

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))

Creation/ Communications

Approvals



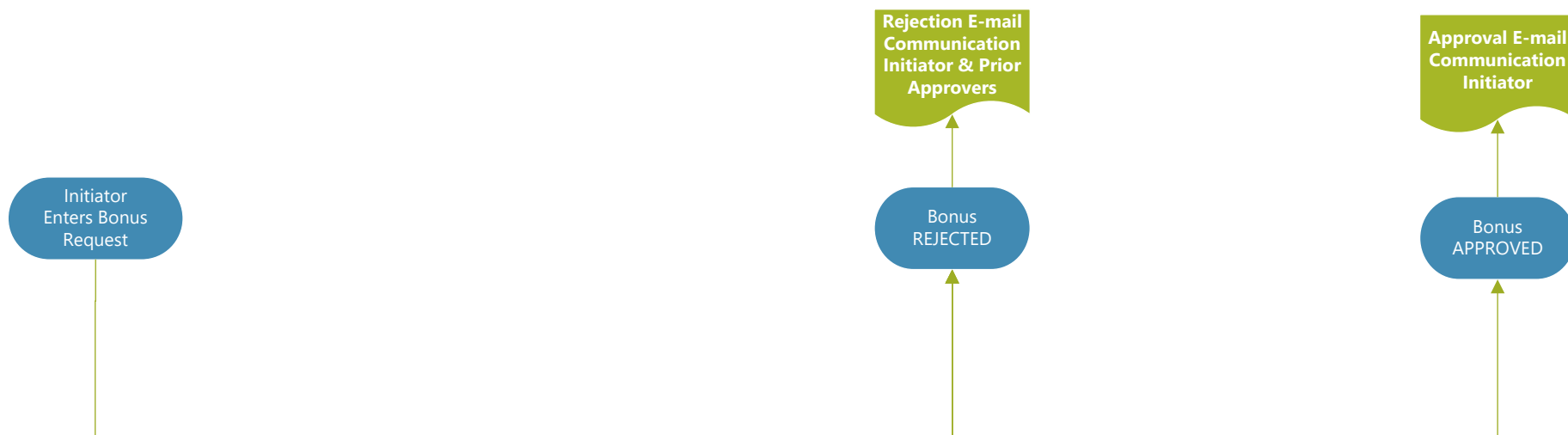
NOTE: Initiator and Hiring Department Planning Unit Approver may be the same person.

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)

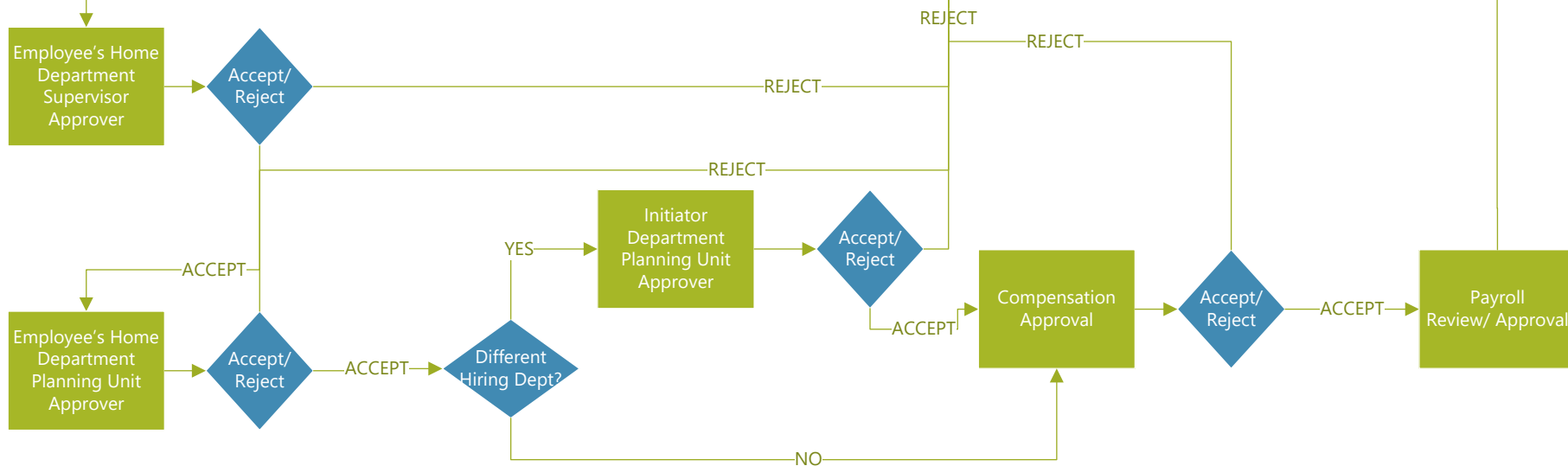
ICD Employee Recognition Award Work Flow

Eligibility: All Employee Types

Creation/ Communications



Approvals



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

Creation/ Communications

Initiator
Enters Contract Pay
Request

Rejection E-mail
Communication
Initiator & Prior
Approvers

Approval E-mail
Communication
Initiator &
Employee &
Grant
Accounting

Contract Pay
REJECTED

Contract Pay
APPROVED

Approvals

Employee's Home
Department
Planning Unit
Approver

Accept/
Reject

REJECT

REJECT

ACCEPT

Different
Hiring Dept?

YES

Initiator
Department
Planning Unit
Approver

Accept/
Reject

ACCEPT

Payroll
Review/ Approval

NO

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)

Creation/ Communications

Initiator
Enters Early Retiree
Pay Request

Rejection E-mail
Communication
Initiator & Prior
Approvers

Approval E-mail
Communication
Initiator &
Employee

Early Retiree Pay
REJECTED

Early Retiree Pay
APPROVED

Approvals

Employee's Home
Department
Planning Unit
Approver



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)