

Effective: 06/01/2023

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|----------------------------------|--------------------------------|--------------------------|---------------------------|--|--|---|--|
| Please enter approval levels in the following order: (Routing sequence from left to right) | Required Financial Manager | Required Department Head | Additional Dept Chair | Additional | Additional SOM Finance See notes on (E) (Patricia McCarroll) (Elizabeth Badillo) | Required AVP - HR | Required Budget | Required President |
| | | | See notes on (C) | See notes on (A) & (B) | OR: | | | |
| | (Fund Manager) | (Orgn Manager) | | | CFO Office See notes on (F) (Veronica Salazar) (Vanessa Solis) | (Jennifer Erickson) (Nicole Zavala) | (Vincent Lantican) (Christina Delgado) | (Dr. Richard Lange) (Vanessa Solis) |
| ADC (additional compensation) (exempt employees) consulting; drug study participants (exempt employees); outreach education; other activities | x | x | x | | x | x | x | x |
| TSP (additional compensation on Federal/State Grant) | x | x | x | | x | x | x | x |
| AWD (cash award to employee) prizes | x | x | x | | x | x | x | x |
| NTP (non taxable tuition pay) | x | x | x | | x | x | x | x |
| CLO (clothing allowance) | x | x | | | x | x | x | x |
| FOC (faculty on call (HSC only)) faculty night call pay/call coverage/weekend coverage | x | x | x | | x | x | x | x |
| LSP (lump sum payment) Relief Physicians | x | x | | | x | x | x | x |
| drug studies participants project assignment | x | x | | | x | x | x | x |
| MSC (non cash misc fringe benefit) | x | x | x | | x | x | x | x |
| MOV (taxable moving expense) OP 72.18 | x | x | x | | x | x | x | x |
| OTB (other taxable benefit) sign-on bonuses | x | x | x | x | x | x | x | x |
| health care coverage (COBRA) reimbursement reimbursement>60 days of expense | x | x | x | | x | x | x | x |
| SPA (special augmentation) physician incentive augmentation year end bonuses | x | x | x | x | x | x | x | x |
| department administrators incentive augmentation nurse managers incentive augmentation (eligible new employee not yet qualified for state health insurance) | x | x | x | | x | x | x | x |
| resident special augmentation resident call pay | x | x | x | x | x | x | x | x |

* Please attach supporting documentation to EOPS or scan supporting documentation to BudgetElp@ttuhsc.edu - DO NOT SEND ORIGINALS.

** Payee cannot be an approver. Proxy or supervisor may approve.

- A - Research Department requests need to be signed by Dr. Clegg .**
- B - All resident EOPS need to be signed by Dr. Meza.**
- C - Assoc/Assistant Dean , Dean, or President can approve if Department has no Chair or if payment is for Chair or Assoc/Asst Dean.**
- D - If NTP is for HSC OP 70.47 \$300 Tuition Assistance Program on FOAP 183228-203301-60 please follow routing provided by HR El Paso included with the notice of approval.**
- E - All School of Medicine (SOM) requests need to be signed by Patricia McCarroll or proxy Elizabeth Badillo.**
- F - All non-SOM requests need to be signed by Veronica Salazar or proxy Vanessa Solis.**