

Effective: 09/01/2023

	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) (Elizabeth Badillo) (Florarine Jones)	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.**