

Effective: 03/01/2024

	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	Required AVP - HR	Required Budget	Required President
	(Fund Manager)	(Orgn Manager)	See notes on (C)	See notes on (A) & (B)	See notes on (E)  (Elizabeth Badillo) (Florarine Jones)	(Jennifer Erickson) (Nicole Zavala)	(Vincent Lantican) (Christina Delgado)	(Dr. Richard Lange) (Vanessa Solis)
<b>ADC</b> (additional compensation) (exempt employees) consulting; drug study participants (exempt employees); outreach education; other activities	x	x	x		x	x	x	x
<b>TSP</b> (additional compensation on Federal/State Grant)	x	x	x		x	x	x	x
<b>AWD</b> (cash award to employee) prizes	x	x	x		x	x	x	x
<b>NTP</b> (non taxable tuition pay)	x	x	x		x	x	x	x
<b>CLO</b> (clothing allowance)	x	x			x	x	x	x
<b>FOC</b> (faculty on call (HSC only)) faculty night call pay/call coverage/weekend coverage	x	x	x		x	x	x	x
<b>LSP</b> (lump sum payment) Relief Physicians	x	x			x	x	x	x
drug studies participants	x	x			x	x	x	x
project assignment	x	x			x	x	x	x
<b>MSC</b> (non cash misc fringe benefit)	x	x	x		x	x	x	x
<b>MOV</b> (taxable moving expense) OP 72.18	x	x	x		x	x	x	x
<b>OTB</b> (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
<b>SPA</b> (special augmentation) physician incentive augmentation	x	x	x	x	x	x	x	x
year end bonuses	x	x	x	x	x	x	x	x
department administrators incentive augmentation	x	x	x		x	x	x	x
nurse managers incentive augmentation (eligible new employee not yet qualified for state health insurance)	x	x	x		x	x	x	x
resident special augmentation	x	x	x	x	x	x	x	x
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 approved by Dr. Clegg .**

**B - All resident EOPS need to be approved 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 approved by Elizabeth Badillo or proxy Florarine Jones.**