

# EOPS

## Employee One-Time Payment System

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TEXAS TECH UNIVERSITY

Data Management  
for Financial Resources™

DMFR Customer Portal: <https://portal.dmfr.ttu.edu>

Visit us on the web: <http://www.depts.ttu.edu/dmfr/>

AFISM Training Website: <https://apps.dmfr.ttu.edu/training/>

Contact Us: (806) 742-5669 [dmfr.support@ttu.edu](mailto:dmfr.support@ttu.edu)

## What are One-time Payments?

One-time payments are for unusual tasks or short projects completed in 30 days by a current employee with an active job at time of payment.

- Projects taking more than 30 days should be entered on an ePAF.
- A maximum of two payments in a semester, not in back-to-back months is allowed.

Payments are only for Texas Tech employees.

- If the payee is not an active employee with a job, then the person must be “hired” as an employee, including all new employee considerations (I9 New Employee Packet, etc).
- New hire procedures must be completed, and the employee must have an active job before a One-time Payment can be initiated.

The Budget FOP used to pay the One-time Payment must have the same Chart of Accounts (COA) code as the employee’s active job.

- COA codes are T-University, H-HSC, S-System, and E-El Paso HSC.
- If your Budget COA will be different from the employee’s regular pay COA, then you should appoint the person to a Secondary Job in your department with payment using your Budget COA.
  - The Secondary Job appointment should be completed before initiating the One-time Payment.

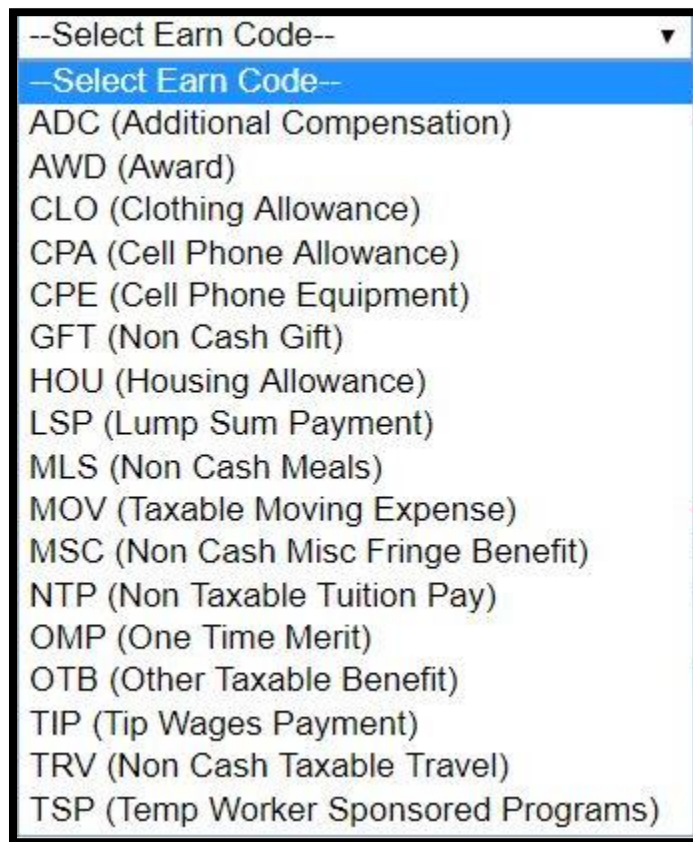
When the One-time Payment request is submitted, it must be approved according to Texas Tech procedures.

- Upon submission, and at each approval level, an email notifies each approver of the required action.
- Once the request has been approved as required, the request goes to Payroll to be included with the employee’s next paycheck.
- The approved request must reach Payroll by the submission due date observed for ePAF processing.
- When the request is included in payroll processing, both the employee and the originator are notified by email of the coming payment, except for employee award payments.

# Codes to Classify One-time Payments

An Earning Code classifies the purpose of the One-time Payment

- **Cash Earnings**
  - Payments considered taxable by the IRS and are approved by Human Resources.
- **Non-Cash Earnings**
  - Benefits paid by TTU, taxable by the IRS, and are approved by Human Resources
- **Employee Expenses**
  - Taxable re-imbursments that are approved by Accounting Services.



**Cash Earnings Codes** pay an employee a set amount of money minus the appropriate federal withholdings.

- For assistance, contact HR Compensation Operations.

**Additional Compensation (ADC) Operating Policy 70.16**

Additional Compensation is paid to full time employees that are exempt from reporting overtime according to the Fair Labor Standards Act.

- This payment is for work performed outside of normal duties and outside the employee's home department.
- This payment is for completion of a project or assignment and payment will be made after the assignment is completed.
- Part-time graduate students, faculty or staff should be assigned an additional appointment for any work that is performed outside of the home department.

**Lump Sum Payment (LSP)**

A lump sum payment is paid to an employee for work performed outside of normal duties and outside the employee's home department.

- This payment is for completion of a project or assignment and payment will be made after the assignment is completed.
- Overtime hour should be reported in cases where non-exempt employees are performing additional workload hours.
- Only one employee can be listed when the code is LSP
- Call Human Resources Compensation and Operations for questions on when it is appropriate to pay a non-exempt employee a lump sum payment.

**Temporary Worker Sponsored Programs (TSP)**

Earnings code used to pay temporary workers for services rendered on a sponsored program.

- The temporary worker position must be assigned.
- Only one employee can be listed when the code is TSP.

**Award (AWD) Operating Policy 69.02**

Cash awards can be paid to an employee for various reasons.

Awards should include a nomination and selection process.

Award payments are paid with a physical check for ceremonial purposes.

**Tip Wages (TIP)**

Code used to compensate employees who earn tips while deducting federal taxes out of those tip amounts.

**Housing Allowance (HOU)**

Allowance used for employees who have negotiated a housing allowance as part of their benefits package.

- Long term housing will be paid via an overload job through an ePAF transaction.
- Short term housing allowance can be paid via EOPS.

**Clothing Allowance (CLO)**

Allowance given to fund the purchase of new or replacement uniforms and accessories for the TTU Police Officers.

**Non-Cash Earnings Codes** tax an employee on the value of a non-cash benefit they received from the university.

- No money is paid to the employee.
- Only federal withholdings are assessed on the next paycheck the employee receives.
- For assistance, contact HR Compensation Operations.

**Taxable Travel (TRV)** Code used to tax an employee on travel expenses.

**Miscellaneous Fringe Benefit (MSC)** Code used to collect taxes on the value of a non-cash benefit.

**Gift (GFT)** Code used to collect taxes on the value of a non-cash gift given to an employee.

**Employee Expenses** are payments for expenses made to the employee. This list is not all-inclusive.

- For assistance, contact Accounting Services at 742-2970 or at tax.forms@ttu.edu

**Taxable Moving Expenses (MOV)** OP 72.10 (TTU) \*

Moving expenses not included on the NMV list (below). Original receipts are required for...

- Food during the trip
- Mileage in excess of 23.5 cents (2014 rate)
- Lodging in Town A for any nights beyond the one NMV night allowed
- Lodging in Town B for nights beyond the one NMV night allowed
- Trips back to Town A for a second load of household items
- Trips between Town A and Town B to bring separate loads of goods
- \* Note: These expenses are only nontaxable IF the employee turns in receipts within 60 days of the service being rendered.

**Nontaxable Tuition Payments (NTP)** OP 70.29 (TTU)

Benefit is only available for eligible employees whose primary worksite is located outside of Lubbock County and are enrolled at an institution other than TTU.

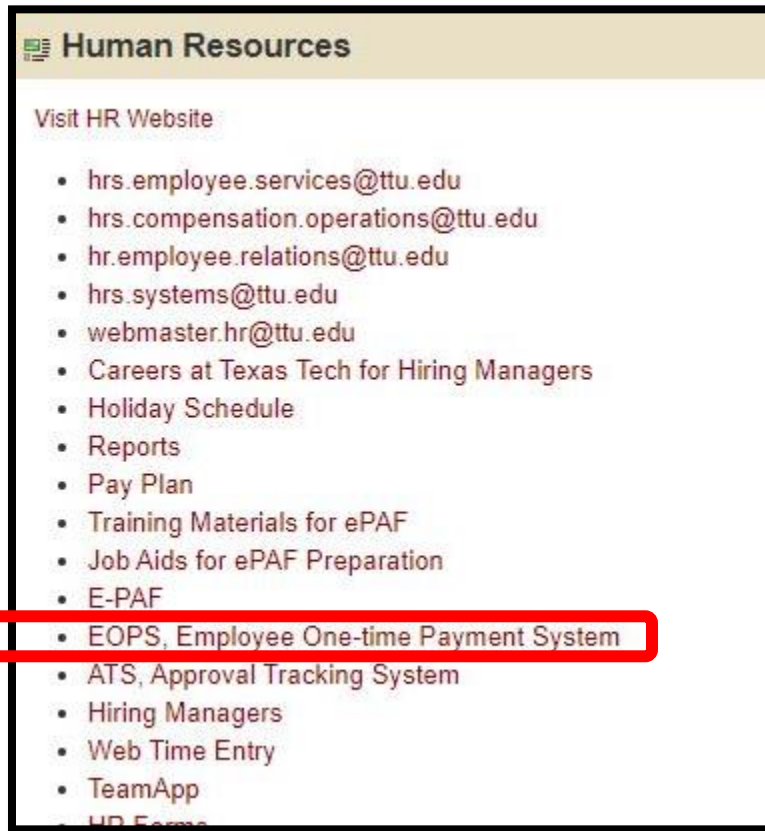
**Other Taxable Benefit (OTB)** OP 72.13 (TTU)

- Expenses with a TTU business purpose that are older than 60 days \*\*
  - Conference registration fees
  - Exam fee reimbursements
  - Out of pocket office or classroom expenses
- COBRA payment (offered by hiring department)
- Bonus payment (in employment contract and proper approval received)
- \*\* Payment should be made directly to the vendor.
  - Reimbursement is allowed on an exception basis and only once OPs and proper approvals are received

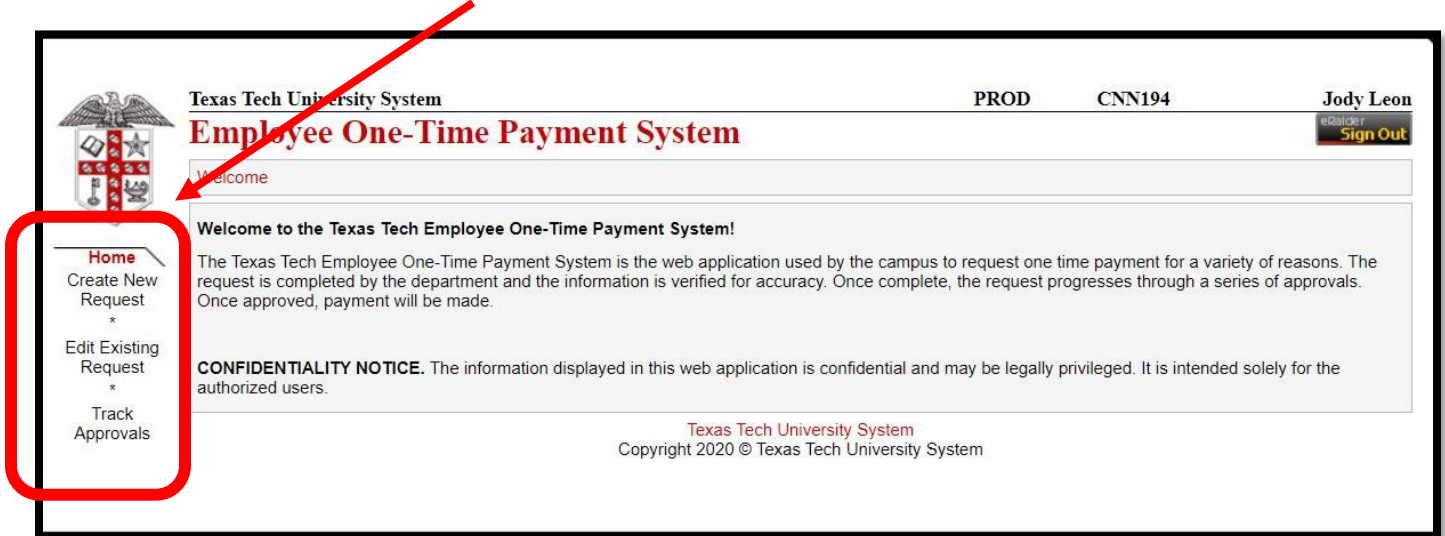
**Reminder about Attachments:**

When submitting/attaching electronic documents in the EOPS system, please ensure that all sensitive information such as social security numbers, bank account numbers, bank routing numbers, and credit card numbers are redacted, leaving no more than the last four digits of the number. EOPS with documents displaying visible sensitive information, may be rejected back to the department for correction/redaction.

**Employee One-Time Payment System** is located on the A&F Work Tools Tab in the Human Resources channel.



Once in the system, it is easy to navigate the application.



## Creating a New Request

The request opens with your name from your eRaider sign-in to RaiderLink.

- If your office **phone number** does not appear automatically, enter it in the space provided.

Texas Tech University System PROD CNN194

### Employee One-Time Payment System

Create New Request

Originator: Banner ID: R11637574  
Name: Jody Leon Organization: Admin and Finance Info Systems Mgmt  
e-Mail: Jody.Leon@ttu.edu \*Phone:  Ext:   
XXX-XXX-XXXX

Transaction #:  Date Submitted(Central Time):

- The **transaction number** will be assigned, and your entries are saved when the **NEXT** button is clicked at the bottom of the page.

## Warnings and Errors

To the right of the form is a **Messages/Warnings/Errors** display area. You may need to use the bottom scroll bar to view the full display area.

- **Warnings** are “alerts” that the application has detected an inconsistency that should be reviewed. The EOPS will submit with a warning.
- **Errors** must be corrected so that the EOPS will submit.

Messages 0 Warnings 0 Errors 0

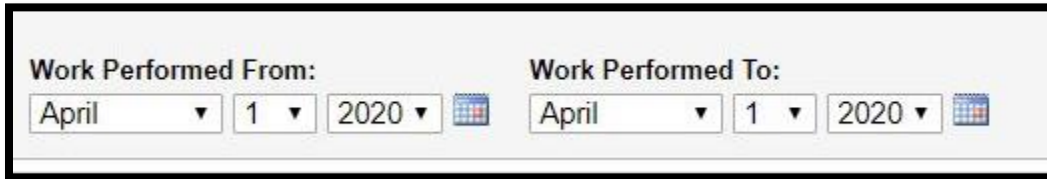
Warnings

Errors

## Work Performed To/From

These date fields populate with the first day of the current month. You can change as needed. If the **Work Performed To** date is in the future, that is ok.

- Be aware, in this case, there will be a warning message
- Also, if it arrives to Payroll before the **Work Performed To** date has occurred, Payroll will wait until the date has passed before it will process it.
- Standard ePAF deadlines and payroll dates apply



The screenshot shows two date selection fields. The first is labeled "Work Performed From:" and the second is labeled "Work Performed To:". Both fields are set to "April", "1", and "2020". Each field includes a dropdown arrow for the month, a dropdown arrow for the day, a dropdown arrow for the year, and a small calendar icon to the right.

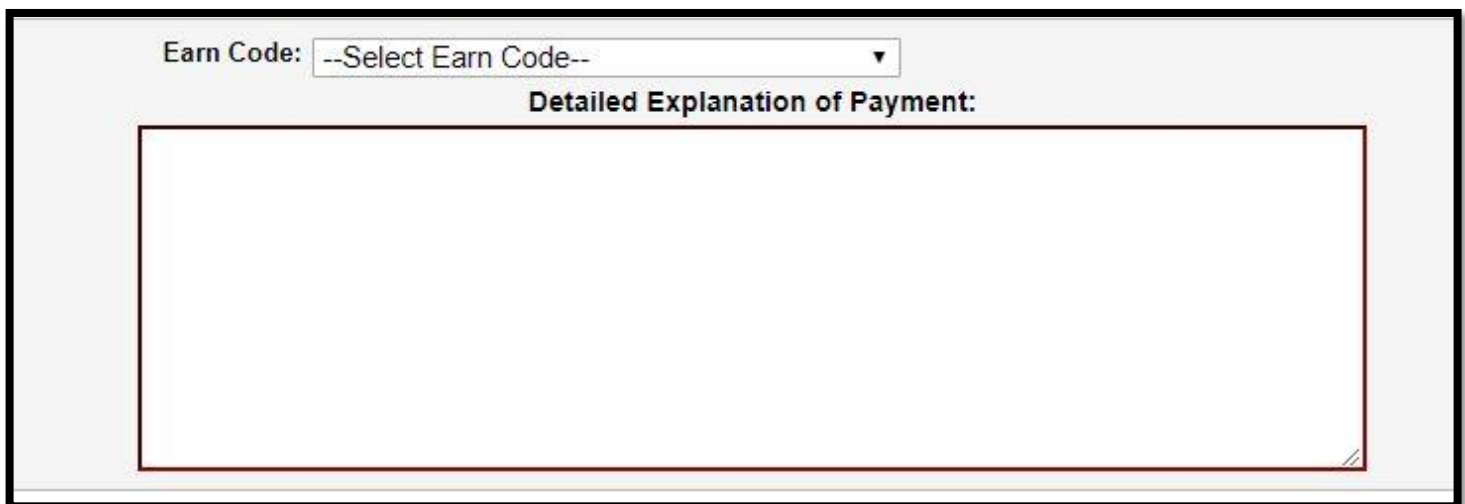
## Earn Code

The **Earn Code** defines the remainder of the form as follows:

- May add Additional Questions
- Inserts the correct Account code (FOAP) for the entered FOP
- Verifies the FOP and budget pool
- Checks the payees exempt and/or nonexempt status when needed
- Selects additional Required Approvers, if needed
- Adds comments (additional documentation?) after NEXT is clicked

Use the **Detailed Explanation** to describe the purpose of the payment.

- If this expense is ever audited, a well written explanation will aid in the justification of the EOPS.

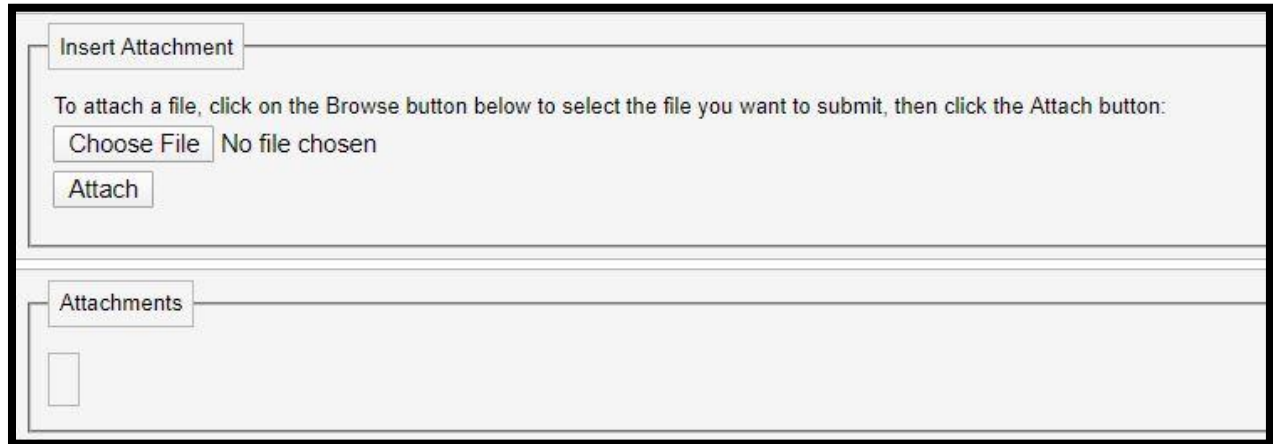


The screenshot shows a form with two main sections. The first section is labeled "Earn Code:" and contains a dropdown menu with the text "--Select Earn Code--" and a downward arrow. The second section is labeled "Detailed Explanation of Payment:" and contains a large, empty rectangular text area with a thin red border. A small cursor icon is visible in the bottom right corner of this text area.



## Attachments

Add **Attachments** as desired/needed. Do not forget to redact and personal identifiable information.

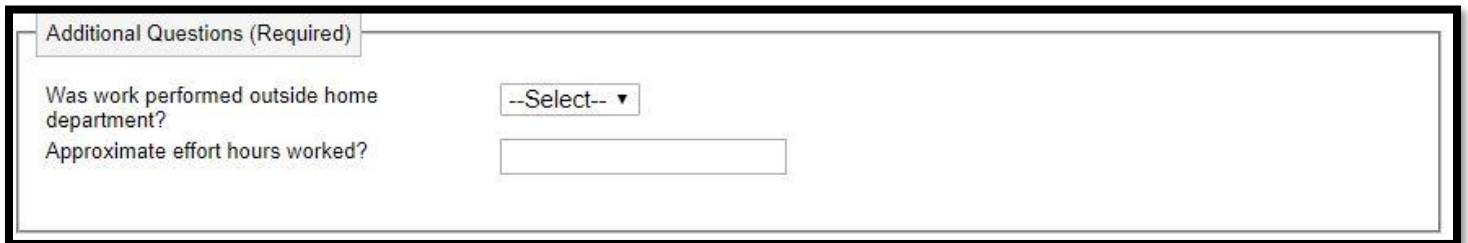


The screenshot shows a web form with two main sections. The top section is titled "Insert Attachment" and contains the instruction: "To attach a file, click on the Browse button below to select the file you want to submit, then click the Attach button:". Below this instruction are two buttons: "Choose File" and "Attach". The "Choose File" button is currently disabled and shows "No file chosen". The bottom section is titled "Attachments" and contains a single empty rectangular box for listing attachments.

## Additional Questions (Required)

Depending on the Earn Code chosen, there may be additional questions that must be answered

**CAUTION:** Effort Hours should be estimated as accurately as possible. The hours are included in the total hours an employee works in a period. For **part-time** employees, the effort hours plus regular hours may affect their benefit status. For **retired** employees, the effort hours plus regular hours may affect their retirement pay.



The screenshot shows a section titled "Additional Questions (Required)". It contains two questions: "Was work performed outside home department?" with a dropdown menu currently set to "--Select--", and "Approximate effort hours worked?" with an empty text input field.

## Funding

Account Enter the Chart of Accounts and FOP you will be using.

- For Grants, after you enter the FOP, the **Grant ID** will automatically populate.
- The magnifying glass icon allows search for fund, organization, and program.
  - The search entry area will appear below the Messages/Warnings/Errors display area.



The screenshot shows the "Funding" section of the form. It includes a dropdown menu for "COA:" set to "Texas Tech University". Below it are input fields for "Fund:", "Program:", "ORGN:", and "Grant ID:". Each of the "Fund:", "Program:", and "ORGN:" fields has a magnifying glass icon to its right. A red arrow points from the bottom left towards a "Next->" button, which is highlighted with a red rectangular box.

After the first page is complete, click **Next**. This will not only take you to the next sections, but it will give you a Transaction Number and the uncompleted EOPS form will not be saved within the system.

## Enter Payees

- Type the Banner ID (R#) and click **+ Add Person** to enter a payee.
- If you do not have the Banner ID, then click **Search By Name** to enter a payee name and retrieve the R#. Payee names may be partially spelled (not fully typed, not capitalized, etc).
- **Note:** If the Earn Code is not allowed for nonexempt, then the nonexempt employees cannot be found in the search)

Type a R# or click "Search by Name" to search. To add the person to the table click "Add Person."

Banner ID:

Click "Edit" on a row to select a position and/or enter a special rate amount.

To add an employee, enter a Banner ID or Search by Name, then click Add Person

Total: .00

Errors

Last Name:

First Name:

**Note:** The exempt/nonexempt status of the employee is compared to the allowable status of the earn code and rejected if not allowed.

After you add the persons you are paying,

- Select from a list of active positions if the employee has more than one appointment. Choosing the correct Position # is important if you are paying someone who usually works under a different Chart of Accounts.
- Enter the payee amount and **SAVE** the entry.
- Both exempt and nonexempt payees can be processed on the same form, as allowed by the Earn Code. The payees will be separated into the appropriate monthly or semi-monthly payroll process.
- Once you enter a payee, Edit and Delete buttons allow corrections.
- When finished, click **"Next"** to continue to the Approvers section.

Type a R# or click "Search by Name" to search. To add the person to the table click "Add Person."

Banner ID:

Click "Edit" on a row to select a position and/or enter a special rate amount.

BannerID	First Name	Last Name	Posn#	Suff	Prim/Sec	Desc	PayID	Eclass	Special Rate Amt	Acct	
R00510698	Robert	McDonald	T98041, Primary, Associate Professor	00	P	Associate Professor	MN	F1	<input type="text"/>	6A1802	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
R00897497	Michael	Berry	T98003	00	P	Assistant Professor	MN	F1	45.00	6A1802	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total: 45.00

## Select Approvers

- On your first transaction, you will select;
  - Financial Manager approver
  - Department Head approver, and
  - Dean/Provost/VP Approver.
- Your entries on these levels are remembered for future forms, and you can override the remembered entries on those future forms.
- You may search for an approver by name. You do not have to type the complete names(s).
- Required levels have already been selected. They may vary based on earn code requirements.
- Note: The list of possible Approvers for EOPS is the list of ePAF Approvers from all ePAF Approval Levels (5, 10, 20, etc).
  - Approver names are added via TEAM App for ePAF Level 20, Department Head
  - Approvers may be added to other ePAF levels by emailing HR Compensation and Operations
  - **BEWARE: Current researchers who need to sign the EOPS may not be ePAF Approvers, and must be set up as an approver so that the EOPS can be completed and submitted.**

Approver Selection

Click Select Approver on a row to select or change the Approver.

Add Additional Approvers

Role	Approver ID	Approver	Proxy ID	Proxy			
Financial Manager					Remove Approver	Select Approver	Delete
Department Head					Remove Approver	Select Approver	Delete
Dean/Provost/VP					Remove Approver	Select Approver	Delete
HR	R00177799	Lacey Ellis	R10951209	Jill Calcote	Remove Approver	Select Approver	Delete
Budget	R00238914	Justin Speck	R00179027	Gail Meurer	Remove Approver	Select Approver	Delete

Role: **Financial Manager**

Type a R# or click "Search by Name" to search. To make the selection click "Add."

Banner ID:

Last Name:

First Name:

The preparer also has the ability to **Add Additional Approvers** and indicate where those additional approvers occur on the routing sequence.

Approver Selection

Click Select Approver on a row to select or change the Approver.

Add Additional Approvers

Insert above: --Select Position--

Role	Approver ID	Approver	Proxy ID	Proxy			
Financial Manager	R00902742	Byron Anderson	R00511483	Rose Lesly	Remove Approver	Select Approver	Delete
Department Head					Remove Approver	Select Approver	Delete
Dean/Provost/VP					Remove Approver	Select Approver	Delete
HR	R00536996	Davis Gruver	R00527201	Donna Mitchell	Remove Approver	Select Approver	Delete
Budget	R00536697	Lisa Mills	R00299818	Jonathan Botros	Remove Approver	Select Approver	Delete

Role: **Department Head**

Type a R# or click "Search by Name" to search. To make the selection click "Add."

Banner ID:

## Select Proxies

After selecting the approver, you must select a proxy if the approver has a proxy list for ePAF approval.

- The proxy list is specific to the approver, as already designated for ePAF approval.
- Approvers update their own Proxy lists in the ePAF application.
  - If the approver has no proxies assigned for ePAF, then no proxy is required on the EOPS request; if the approver has an ePAF proxy list, then a name **must** be selected on the EOPS request.
- Proxies do not receive email notices.
- When a proxy approves a request, the proxy's name is listed (not the approver's name) on the EOPS approval tracking.

Approver Selection

Click Select Approver on a row to select or change the Approver.

Add Additional Approvers  
Insert above: --Select Position--

Role	Approver ID	Approver	Proxy ID	Proxy			
Financial Manager	R00902742	Byron Anderson	R00511483	Rose Lesly	Remove Approver	Select Approver	Delete
Department Head	R00538241	Ricardo Martinez			Remove Approver	Select Approver	Delete
Dean/Provost/VP					Remove Approver	Select Approver	Delete
HR	R00536996	Davis Gruver	R00527201	Donna Mitchell	Remove Approver	Select Approver	Delete
Budget	R00536697	Lisa Mills	R00299818	Jonathan Botros	Remove Approver	Select Approver	Delete

Role: **Department Head**

The approver you have selected has several proxies, please select one.

Approver: **Ricardo Martinez**

--Select Proxy--

- Select Proxy--
- Janet Coquelin (R00908542)
- San De La Cerda (R00909851)
- Joya Henderson (R00919749)
- Alice Hunt (R00903479)
- Gina Ketcherside (R00760815)

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## Completing the EOPS

When all information has been added and all warning messages have been addressed, "Submit" the EOPS for processing.

HR	R00177799	Lacey Ellis	R10951209	Jill Calcote	Remove Approver	Select Approver	Delete		
Budget	R00238914	Justin Speck	R00179027	Gail Meurer	Remove Approver	Select Approver	Delete		

**Submit**

## After Submission

Upon successful submission, the application presents an acknowledgement screen with the transaction #, payroll deadlines, and tracking links. Click **OK** to continue.

Transaction #: **301**

Your transaction has been successfully submitted to the approval process. **All** approvals (**including Human Resources, Budget, and Payroll**) must be completed by the following deadlines in order for the payment to be processed.

**MONTHLY** payroll cut-off for One Time Payment will be the 18th of each month at 5:00p.m. (**Central Time**). The transaction must reach the HR approval level by 5:00 p.m. (**Central Time**). If the 18th falls on the weekend, the cut-off will be the next business day.

**SEMI-MONTHLY** payroll cut-off for One Time Payment will be the next business day after the pay period end date at 5:00p.m. (**Central Time**).

Your transaction can be tracked at url.....

OK

The request will be stamped with the submission date and time. The EOPS will ‘expire’ and be returned to the originator if it has not received all approvals in 30 days.

**NOTE:** After the EOPS is submitted, it is approved by all approval levels before it goes to Payroll to be processed with the employee’s pay for the period. Payroll must consider two guidelines:

- The EOPS cannot be added to a pay period until after the Work Performed end date.
- The EOPS must be received by the Period cut-off date for employee changes/updates.

Texas Tech University System
TEST
WTJ327

### Employee One-Time Payment System

READONLY

Originator:  
Name: **Byron Anderson**  
e-Mail: **BYRON.ANDERSON@ttu.edu**

Banner ID: **R00902742**  
Organization: **Admin and Finance Info Systems Mgmt**  
\*Phone: **806-742-7070** Ext: **287**  
XXX-XXX-XXXX

Transaction #:  Date Submitted(Central Time): **8/6/2010 8:50 AM**

Type a R# or click "Search by Name" to search. To add the person to the table click "Add Person."

Banner ID:  Search by Name

Click "Edit" on a row to select a position and/or enter a special rate amount.

BannerID	First Name	Last Name	Posn#	Suff	Prim/Sec	Desc	PayID	Eclass	Special Rate Amt	Acct	
R00510698	Robert	McDonald	T98041	00	P	Associate Professor	MN	F1	2,000.00	6A2011	Edit Delete
R00897497	Michael	Berry	T98003	00	P	Assistant Professor	MN	F1	1,575.00	6A2011	Edit Delete

Total: 3,575.00

## Email Notices

Once a request has been submitted, email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

- **Notices to the Originator**
  - Rejection
  - Approved
  - Expiration
  - Payment Notice when the employee is scheduled for a pay date
- **Notice to the Approver**
  - Notice to Approve
- **Notice to Recipient**
  - Payment Notice when the employee is scheduled for a pay date

## Editing / Completing an Existing EOPS Request

An “existing request” is an EOPS saved but not submitted or an EOPS returned for correction.

To edit or completed the EOPS:

- Either enter the Transaction # and Enter,
- Or click the magnifying glass icon; a list is presented below the Messages panel

The screenshot shows the 'Edit Existing Request' interface. The form includes fields for Originator (Name: Jody Leon, e-Mail: Jody.Leon@ttu.edu, \*Phone: 806.742.1977, Ext:), Banner ID (R11637574), Organization (Data Mgmt for Financial Resources), and Transaction # (with a magnifying glass icon). The 'Work Performed From' and 'Work Performed To' fields are set to June 1, 2020. The 'Earn Code' dropdown is visible. The 'Messages' panel shows 0 Warnings and 0 Errors. The 'Select Transaction:' table is shown below the Messages panel.

Trans #	Earn Code	Last Saved	
96570	LSP	06/03/2020	Select
93926	LSP	05/20/2020	Select
95549	LSP	04/20/2020	Select



## Track Approvals

To track approvals, you may either enter the transaction # or search for the transaction # by clicking the magnifying glass. When searching, the list of requests in progress (as well as completed and paid requests) will be displayed and you can click the desired transaction.

Track Approvals

Originator: Banner ID: R11637574  
 Name: Jody Leon Organization: Data Mgmt for Financial Resources  
 e-Mail: Jody.Leon@ttu.edu \*Phone: 806-742-1977 Ext:

Transaction #:  XXX-XXX-XXXX Date Submitted(Central Time):

Select Transaction:

Trans #	Earn Code	Last Saved	
96329	LSP	05/20/2020	Select
96327	LSP	05/20/2020	Select
91632	LSP	12/05/2019	Select
82195	LSP	05/13/2019	Select
83654	LSP	05/13/2019	Select

Home  
 Create New Request  
 Edit Existing Request  
 Track Approvals

Texas Tech University System

Tracking your transaction involves both the EOPS and the Approval Tracking System (ATS)

The **Submitted Approval Chain** is the routing entered and submitted by the EOPS originator

- The **Latest status from the Approval Tracking System** shows the current routing status, with changes entered by Approver(s). *New changes are entered after the name of the Approver who makes the changes.*

The tracking status shows:

- Status through the approval levels
- When rejected, a reason is provided
- Whether the Approver (A) or the Proxy (P) made the approval, and
- The date and time of the approval.

Originator: Banner ID: R11637574  
 Name: Jody Leon Organization: Data Mgmt for Financial Resources  
 e-Mail: Jody.Leon@ttu.edu \*Phone: 806-742-1977 Ext:

Transaction #:  XXX-XXX-XXXX Date Submitted(Central Time):

Approval Status

Approval Tracking System

Submitted Approval Chain

Role	Approver	Proxy
Financial Manager	Jody Leon	Jill Lindsey
Department Head	Landon Akins	
Dean/Provost/VP	Sandra Martinez	
HR	Lacey Ellis	Jill Calcote
Budget	Justin Speck	Gail Meurer

**Latest status from the Approval Tracking System**  
 Document ID: EP0096329.01  
 Performed As: A=Approver, P=Proxy, O=Override

Status	Approver	Proxy	Reject Reason	Action By	Performed As	Approved Date
PENDING	Jody Leon	Jill Lindsey				
	Landon Akins					
	Sandra Martinez					
	Lacey Ellis	Jill Calcote				
	Justin Speck	Gail Meurer				

Show detail

# HR Cognos Reports for EOPS

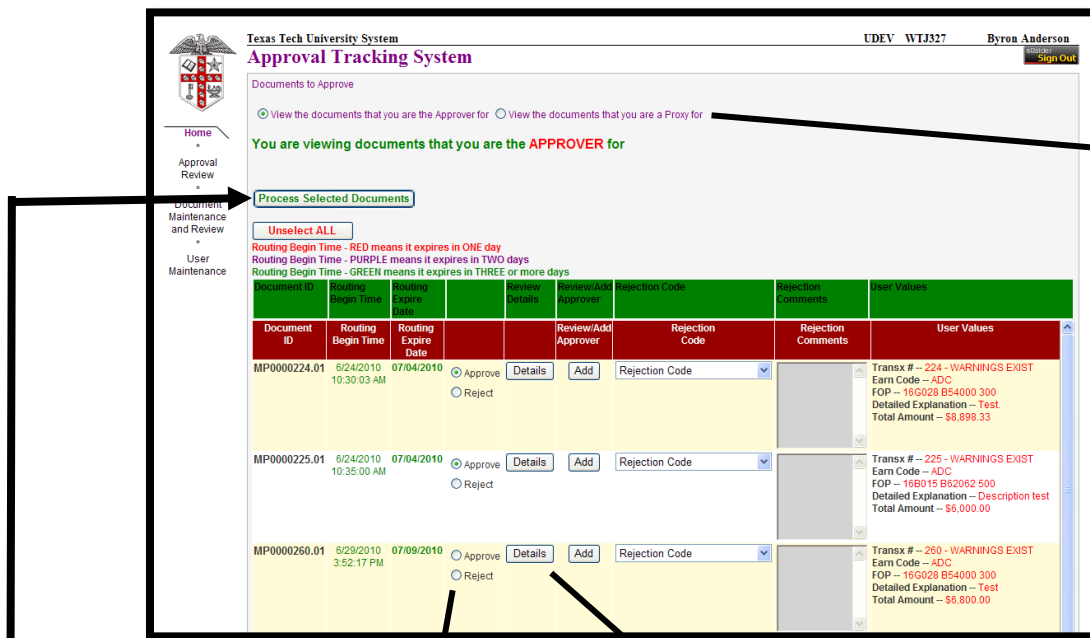
If you have access to run HR reports, then you can run EOPS reports. They can be found in Cognos at...

*Team app > Human Resources > Departmental Users > One Time Payments (EOPS)*



# Approval Tracking System (ATS)

The ATS can be found in *A&F Work Tools Tab > Human Resources > ATS, Approval Tracking System*



Approver – OR- Proxy: Click the radial button to choose whether to view the list for you as an approver, or the list for you as a proxy.

Select the radial button to indicate approval or rejection (or leave unselected) of desired document(s)  
Then click the Process Selected Documents button.

The Details button allows review of the full EOPS request; see next page



In the ATS, after clicking the Details Button, you can view the entire request.

Texas Tech University System UDEV WTJ327 Byron Anderson

### Approval Tracking System

After you click on your intended action you must click on the button labeled 'Process Selected Documents' on the next page

Mark for Approve
  Mark for Reject
  Take no action

Originator: Byron Anderson Banner ID: R00962742  
 Organization: Admin and Finance Info Systems Mgmt  
 e-Mail: BYRON.ANDERSON@ttu.edu Phone: 806-742-7070 Ext: 287  
 Transaction #: 0000224 Date Submitted: 6/24/2010 10:30 AM

**WARNINGS**  
Work Performed To is a future date

Work Performed From: 08/01/2010 Work Performed To: 08/15/2010

Earn Code: ADC  
Detailed Explanation of Payment:

Additional Questions

Approximate Number of Effort Hours: 52

How does this work relate to the overall objectives of the employing department?

Explain why the proposed work cannot be performed under the job description of this employee or by another employee.

Explain any other pertinent facts that would help justify this payment.

What duties did the employee perform?

COA: TTU  
Fund: 16G028 ORGN: B54000  
Center for Professional Development Rawls College of Business  
Program: 300 Grant ID:

BannerID	First Name	Last Name	Posn#	Prim/Sec	Desc	PayID	Suff	Eclass	Special Rate Amt	Acct
R00510698	Robert	McDonald	T98041	P	Associate Professor	MN	00	F1	5084.76	6A2011
R00532162	Christine	Quinn Trank	T96887	P	Assistant Professor	MN	00	F1	2542.38	6A2011
R10357484	Jason	Rinaldo	T93666	P	Assessment Director	MN	00	E1	1271.19	6A2011

Transaction Comments  
No Comments have been entered for the selected record.

Individual Comments  
No Comments have been entered for the selected record.

Latest status from the Approval Tracking System  
Document ID: MP0000224.01  
Performed As: A=Approver, P=Proxy, O=Override

Status	Approver	Proxy	Reject Reason	Action By	Performed As	Approved Date
A	Byron Anderson	Penny Simmons		Byron Anderson A		6/30/2010 8:45:23 AM
A	Byron Anderson	Penny Simmons		Byron Anderson A		6/30/2010 8:46:39 AM
PENDING	Byron Anderson	Penny Simmons				
	Davis Grayer	Donna Mitchell				
	Davis Grayer	Donna Mitchell				
	Lisa Mills	Jonathan Botros				

Last Modified: 06/24/2010  
Last Modified By: R00962742

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