

UM-Flint Campus  
 Additional Pay & Department Budget Earnings (DBE) Workflow Process  
 Quick Tip Sheet

Link to Wolverine Access:

[http://wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP\\_tparam=cosignAuthenticated&cosignAuthenticated=true](http://wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP_tparam=cosignAuthenticated&cosignAuthenticated=true)

Link to MyLINC:

[http://maislinc.umich.edu/maislinc/lang-en/management/LMS\\_LearnerHome.asp?FromLogin=1](http://maislinc.umich.edu/maislinc/lang-en/management/LMS_LearnerHome.asp?FromLogin=1)

Required Training:

HRS210

**Additional Pay Process:**

|   |  |                           |
|---|--|---------------------------|
| Path:   | Main Menu - Workforce Administration - Submittal Form Pages - Create Additional Pay Workflow |                           |
| Order or Approvers:                           | Supervisor   | Individual Approver       |
|   | Director/Dept Head/Dean  | Individual Approver       |
|   | Vice Chancellor  | Individual Approver       |
| Regular Faculty/Staff:                        | Dee Hurley   | Flint Approver            |
| Temporary Staff:                              | Tawana Branch  | Flint Approver            |
| Approver for all Additional Pay Transactions: | Beth Manning   | Flint Approver            |
| Research                                      | Kathy Howe   | <u>Sponsored Programs</u> |

**To view submitted requests:**

Path: Main Menu - Workforce Administration - Submittal Form Pages - Find Additional Pay Workflow

**Department Budget Earnings (DBE) Process:**

|                        |   |  |
|------------------------|---|--|
| Path:                  | Main Menu - Workforce Administration - Submittal Form Pages - Create DBE Workflow |  |
| Order or Approvers:    | Supervisor  | Individual Approver (as appropriate per your internal processes) |
|                        | Director/Dept Head/Dean   | Individual Approver  |
| Regular Faculty/Staff: | Dee Hurley  | Flint Approver   |
| Temporary Staff:       | Tawana Branch   | Flint Approver   |

**To view submitted requests:**

Path: Main Menu - Workforce Administration - Submittal Form Pages - Find DBE Workflow