## Additional Pay Workflow Process

**Required Training:** HRS220  
**Path:** Main Menu - Workforce Admin - Job Info - Submittal Form Pages - Create Additional Pay Workflow  
**Order or Approvers:** 
- Supervisor  
- Director/Dept Head/Dean  
- **Provost/Vice Chancellor**  
- Individual Approver (as appropriate per your internal processes)  
**Regular Faculty/Staff:**  
- Dee Hurley  
- Flint Campus  
**Temporary Staff:**  
- Tawana Branch  
- Flint Campus  
**Approver for all Additional Pay Transactions:**  
- Beth Manning  
- Flint Campus  

### To view submitted requests:  
**Path:** Main Menu - Workforce Administration - Job Info - Submittal Form Pages - Find Additional Pay Workflow  
*Please note if using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.*

## Department Budget Earnings (DBE) Workflow Process

**Required Training:** HRS210  
**Path:** Main Menu - Workforce Administration - Job Information - Submittal Form Pages - Create DBE Workflow  
**Order or Approvers:** 
- Supervisor  
- Director/Dept Head/Dean  
- Individual Approver (as appropriate per your internal processes)  
**Regular Faculty/Staff:**  
- Dee Hurley  
- Flint Campus  
**Temporary Staff:**  
- Tawana Branch  
- Flint Campus  

### To view submitted requests:  
**Path:** Main Menu - Workforce Administration - Job Info - Submittal Form Pages - Find DBE Workflow  
*Please note if using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.*
### Termination Workflow Process

**Required Training:** HRS230  
Path:  
Order or Approvers:  
Regular Faculty/Staff:  
Temporary Staff:  
Approver for all Termination Transactions:  
To view submitted requests:  

### Tech Tools Stipend Workflow Process

**Required Training:** HRS220 (Same as Additional Pay Workflow training)  
Path:  
Order or Approvers:  
Approver for all Termination Transactions:  
To view submitted requests:  

**Vice Chancellor Information:**  
Gerard Voland for all Provost / Academic Affairs transactions  
Greg Tewksbury for all Vice Chancellor for Business & Finance transactions  
Mary Jo Sekelsy for all Vice Chancellor Division of Student Affairs transactions