

# Add Pay Process Flow

All Add Pay requests must be pre-approved in accordance with Northwestern's Additional Pay process

The URIC Requestor completes the "Office for Research" Additional Pay Request form

The Authorized URIC Department Approver signs the request form

The signed request form is forwarded by email to OR HR Administration  
Barbara Beeuwsaert

OR HR Administration will enter the request in OnBase

OR HR Administration will email the URIC requestor to confirm the Pay Request Transaction ID#

OR HR Administration will track and follow up with requestor and approvers if needed

All Requests will be routed electronically