Payroll Costing Allocation Ad Hoc Approver Process

There is an additional option to processing Payroll Costing Allocations (PCAs): adding an ad hoc approver for grants.

This functionality should be used:

- If your cost center manager is not the same person as the grant manager and the grant manager has direct knowledge of the need for change.
- If the employee's effort that is being adjusted is on a cost center outside of the department that is initiating the PCA.

Note: Ad-hoc approvers can only be added by one of the required approvers. Once an approver adds an ad-hoc approver, no subsequent approvers will have the option to add ad-hoc approvers. Ad-hoc approvers should not be added unless it is necessary.

All cost center managers with cost centers that have effort affected by the PCA will receive an inbox task to review and approve the PCA.

If appropriate, an approver can add an ad-hoc approver as part of their approval.

1. Click **Add Approvers**

2. From the Additional Approvers field, search for the individual (s) to add.

3. Select all approvers necessary to add.

4. Enter a comment explaining the reason for the ad-hoc approval.

5. Click **Approve and Send to Approvers.**