Question	Answer
Can you speak to the workflow for approving the cost center? I approve many of these as a manager, and I am unable to see the cost center that these payments have been allocated too. They also do not go to a cost center approver, and the payment is complete once I sign-off as the managers, manager.	These approvals are based on Supervisory Orgs., not Cost Centers. The approvals will go to the one-up Manager of the initiator.
This is a manager submitting it and another manager approving - is there not a cost center approver that should see and approve this is correct?	These approvals are based on Supervisory Orgs., not Cost Centers. The approvals will go to the one-up Manager of the initiator.
Difference between Lump Sum and Exempt Additional Shift Pay when selecting the reason.	Exempt Additional Pay used for approved programs when an Exempt staff member picks up an additional shift for an agreed upon amount to pay them. Typically, Lump Sum should not be used. Better to be specific so that details show on the Employee's record for tracking of reason for payment.
What is the responsibility of the manager? Are they supposed to know the financial information?	The one-up Manager of the initiator of these requests is responsible for approving. They should be familiar with the financial implications before approving these payments.