

**From:** Ivey, Amy B <[amy.ivey@vumc.org](mailto:amy.ivey@vumc.org)>  
**Sent:** Wednesday, September 25, 2019 4:36 PM  
**Subject:** Faculty and Staff Sign-On Bonuses

Hi All,

We wanted to send a follow up to my e-mail on 9/19 (first attachment). We've had several questions about where the Delegation of Authority related to sign-on bonuses can be found and other questions in general, so please find below a reminder/clarification on the instructions/procedures related to sign-on bonuses. For reference, we have also included our original email (second attachment) detailing this process when it first began in March 2018. There have been just a few minor changes to this process since then.

**Sign-on Bonuses:**

For ePAC items related to the Academic Enterprise/VMG, the Chief Business Officers and delegated Administrative Officers within the respective divisions will serve as the **final approval** in ePAC and for paper approvals (before the Payroll team receives the forms) **EXCEPT** for **Faculty and Staff Sign-on Bonuses**.

In accordance with the Delegation of Authority policy (See Sub-Delegations Listing – All Other Contracts excluding General Procurement Contracts (Page8) at <https://finance.vumc.org/pl/vu/delegations.aspx>), additional signatures are required for final approval of all **Faculty and Staff Sign-on Bonuses** as noted below. *(Initial authorization and execution of a Sign-on bonus should include Dr. David Raiford for Faculty and Traci Norberg for Staff).*

- Faculty Sign-on Bonuses < \$30K: Dr. David Raiford **or** Tom Netolicky
- Faculty Sign-on Bonuses > \$30K: John Manning **and** Cecelia Moore
  
- Staff Sign-on Bonuses < \$25k: John Manning **or** Cecelia Moore
- Staff Sign-on Bonuses > \$25K: John Manning **and** Cecelia Moore

**To obtain the additional signatures for the sign-on bonuses**, please submit to [VUMCFinance.payrolladmin@vumc.org](mailto:VUMCFinance.payrolladmin@vumc.org) a packet of information for approval which includes the signed offer letter and relative information regarding the sign-on bonus. We (Academic & Research Finance team – Valencia Scott, Amy Ivey, and Tracie Grandy) will obtain the necessary signatures (Dr. John Manning, Cecelia Moore, Dr. David Raiford, Tom Netolicky) as noted above and return to the department for further processing. This step should occur **prior** to the Department submitting the sign-on bonuses via EPAC or on paper to Payroll. For EPAC, the signed copy should be uploaded on the applicable Additional Pay EPAC record. **The Payroll team does not review attachments for approvals within ePAC, so it is the responsibility of the final Department Administrative approver to review the attachment to ensure that the appropriate signatures are in place.** For check requests or paper forms, please include the signed packet with the forms.

We have tried to include all applicable parties on this email, but we ask that you please forward it to any other parties who need to also know this information.

Please give us a call or email us if you have any questions.

Thanks so much!

Amy Ivey, MAcc  
Senior Accounting Manager  
Vanderbilt University Medical Center – Finance  
Academic and Research Enterprise  
3319 West End Avenue, Suite 700 | Nashville, TN 37203-6840  
(615) 322-8859  
[amy.ivey@vumc.org](mailto:amy.ivey@vumc.org)

## Brigman, Chereta J

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**From:** VUMC Finance Payroll Admin  
**Sent:** Thursday, September 19, 2019 3:38 PM  
**Subject:** Process Change for Sign-On Bonuses

Hello All,

We wanted to give everyone a heads up on new procedures we are implementing related to faculty sign-on bonuses that exceed \$30K and any staff sign-on bonuses. These sign-on bonuses require signature approvals from Dr. John Manning and Cecelia Moore. In order to help streamline the process, we are now collecting these as they come into the [vumcfinance.payrolladmin@vumc.org](mailto:vumcfinance.payrolladmin@vumc.org) inbox, and we will be submitting them for approval once a month. We will be using the schedule below for the rest of 2019. Please note the highlighted column as it lists the monthly due date to Finance. If could you please submit these sign-on bonuses by these dates, we would appreciate it. Once we have coordinated obtaining the proper approvals, we will send them back to you so that you can then submit them to HR for processing.

Month	HR Form Due Date	Due Date to Finance
October	10/18/19	10/3/19
November	11/15/19	10/31/19
December	12/16/19	11/28/19

If you have any questions, please let us know!

Amy Ivey, MAcc  
Senior Accounting Manager  
Vanderbilt University Medical Center – Finance  
Academic and Research Enterprise  
3319 West End Avenue, Suite 700 | Nashville, TN 37203-6840  
(615) 322-8859  
[amy.ivey@vumc.org](mailto:amy.ivey@vumc.org)

**From:** Grandy, Tracie

**Sent:** Friday, March 16, 2018 5:08 PM

**Subject:** Change in Academic Enterprise/VMG Finance Payroll Approval - March 20th

Good afternoon,

After Tuesday, March 20th, the VUMC Finance Academic Enterprise/VMG team will no longer review and approve Additional Pay items and Job Position changes. The Privilege Management roles, PA Additional Pay Approver and PA JPP Executor, will be removed from AE Finance, thus resulting in any ePAC items related to these roles flowing directly to Payroll for processing. This includes paper and scanned-to-email forms.

To cleanly facilitate this process, please hold on processing any ePAC's due after 3/20 until we send notification that the PM roles have been removed for the AE Finance team on 3/21. For any outstanding ePAC's with due dates after 3/20, please complete the approval process by 3/20 to avoid the ePAC's from being kicked out as an error. We will send an email on 3/21 when it is okay to begin resubmitting in ePAC.

Additionally, for the Academic Enterprise/VMG, Chief Business Officers/delegated Administrative Officers within the respective divisions will serve as the **final approval** in ePAC and paper approval (before the Payroll team receives the forms) **EXCEPT** for **Faculty and Staff Sign-on Bonuses**.

### **Sign-on Bonuses**

In accordance with the Delegation of Authority policy, additional signatures are required for final approval of **Faculty and Staff Sign-on Bonuses** as noted below. (*Initial authorization and execution of a Sign-on bonus should include Dr. David Raiford for Faculty and Traci Norberg for Staff*).

- Faculty Sign-on Bonuses < \$30K: Dr. David Raiford **or** Jim Kasnick (Tom Netolicky - after 3/26)
- Faculty Sign-on Bonuses > \$30K: John Manning **and** Cecelia Moore
  
- Staff Sign-on Bonuses < \$25K: John Manning **or** Cecelia Moore
- Staff Sign-on Bonuses > \$25K: John Manning **and** Cecelia Moore

**To obtain the additional signatures for the sign-on bonuses**, submit to [VUMCFinance.payrolladmin@vanderbilt.edu](mailto:VUMCFinance.payrolladmin@vanderbilt.edu) a packet of information for approval which includes the signed offer letter and relative information regarding the sign-on bonus. We (Academic & Research Finance team – Jinglin Li, Jake Sawatzky, Amy Ivey, and Tracie Grandy) will obtain the necessary signatures noted above and return to the department for further processing. This step should occur **prior** to the Department submitting the sign-on bonuses via EPAC or on paper to Payroll. For EPAC, the signed copy should be uploaded on the applicable Additional Pay EPAC record, and the final Department Administrative approver should review the attachment to ensure that the appropriate signatures are in place. The Payroll team does not review attachments for approvals within EPAC. For check requests or paper forms, please include the signed packet with the forms.

### **Paper Form process after Tuesday March 20<sup>th</sup> and notification from Finance:**

Paper forms should be sent directly to the Payroll Processing emails rather than the address noted above.

- PAF's and New Hire PAF's -> [hrdataprocessing.vumc@vanderbilt.edu](mailto:hrdataprocessing.vumc@vanderbilt.edu)
- PCR's, Stipend requests, and leave bank adjustments -> [payroll.vumc@vanderbilt.edu](mailto:payroll.vumc@vanderbilt.edu)

We have tried to include those who typically provide these items to us, however, we ask that this email is forwarded to any related parties.

Please let us know if you have any questions.

Thank you,

**Tracie Grandy, MBA**

Associate Director, VUMC Finance  
Budgeting and Financial Analysis  
Academic and Research Enterprise  
**Vanderbilt University Medical Center**  
3319 West End Ave., Suite 800  
Nashville, TN 37203  
(615) 936-7071