

## **MEMORANDUM OF UNDERSTANDING (MOU)**

### **Routing and Approval Process for School of Medicine University Staff**

Approval of temporary additional pay for University Staff is rare but when required, all requests **MUST** be preapproved by both the School of Medicine and Central Human Resources.

The draft MOU form submitted should include the following information:

- Justification for the additional pay including specific details (type of work, why the work is necessary, etc).
- Effective dates (beginning and ending) – typically no more than 6 months.
- Dollar amount being requested and method (monthly or one-time payment).
- A signature line for Christopher D. Smith, Assistant Dean, Administration & Finance, University of Colorado School of Medicine.

Please email requests along with an unsigned draft MOU form (see link below) to the [SOM.HR@ucdenver.edu](mailto:SOM.HR@ucdenver.edu) email box for initial review and SOM approval.

Once you've received SOM approval, forward the approval email and the unsigned draft MOU form to the [HR.Compensation@ucdenver.edu](mailto:HR.Compensation@ucdenver.edu) email box for HR's review and approval.

After Central HR approves the request you can route the form for department signatures (including the employee's). Once you've obtained all of the department signatures, send the form to the [SOM.HR@ucdenver.edu](mailto:SOM.HR@ucdenver.edu) email box. The form will be signed and forwarded to HR for their signature. When Central HR returns the signed copy, they will include instructions on how to enter the transaction in HCM.

MOU template link -

<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/MemorandumOfUnderstandingMOU.doc>