

## PAN ROUTING WORKSHEET – OPTRS

This form must be completed for every PAN Reviewer (Mandatory and Automatic, Non-Mandatory) and should be attached to the PPS OPTRS Roles Matrix. **NOTE:** If the Reviewer is responsible for reviewing different PAN configurations (Events and/or Department Codes), it will be necessary to complete a separate form for each configuration.

**Add PAN Reviewer**     
  **Delete PAN Reviewer**     
  **Change PAN Configuration**

PAN Reviewer Name:	PPS User ID:	Phone/Ext:	Email:
Service Center/Business Office:	Reviewer Status:	<input type="checkbox"/> Mandatory <input type="checkbox"/> Automatic, Non-Mandatory	If Mandatory Reviewer is checked, the Back-Up Mandatory Reviewer is:

**Distribution Criteria:**

Dept Code(s)	Event
Home Dept. and/or Distribution Departments	<input type="checkbox"/> <b>Additional Pay (EDAP)</b> <input type="checkbox"/> <b>One Time Payment (EDFT)</b> <input type="checkbox"/> <b>Late/Reduce Pay (EDLR)</b> <input type="checkbox"/> <b>Retroactive Pay (EDRA)</b> <input type="checkbox"/> <b>Single Expense Transfer (EDTS)</b> <input type="checkbox"/> <b>Mass Expense Transfer (EDTM)</b>

Authorized Signature: \_\_\_\_\_ Ext: \_\_\_\_\_

Submit to: PPS Office, pps\_office@ucsc.edu  
Phone: x 9-1310

Effective Date: \_\_\_\_\_