

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"/> Additional Pay (EDAP) <input type="checkbox"/> One Time Payment (EDFT) <input type="checkbox"/> Late/Reduce Pay (EDLR) <input type="checkbox"/> Retroactive Pay (EDRA) <input type="checkbox"/> Single Expense Transfer (EDTS) <input type="checkbox"/> Mass Expense Transfer (EDTM)

Authorized Signature: _____ Ext: _____

Submit to: PPS Office, pps_office@ucsc.edu
 Phone: x 9-1310 Fax: x 9-3601

Effective Date: _____