



## BONUS PAYMENTS REQUEST

### Notes

1. All bonuses require approval from Chief Financial Officer.
2. Bonus payments are processed through Payroll for Monthly employees; all Bonus payments to Biweekly employees need to be reviewed by Human Resources.
3. If the recipient of the one-time payment works at a school, approval from Dean is required.
4. Submit the completed form to Payroll along with any supporting documentation.

### Employee Information (All fields are required)

Name (Last, First, MI) \_\_\_\_\_ Campus-Wide ID \_\_\_\_\_

Amount \$ \_\_\_\_\_

### Chartfield Information

Business Unit	Fund	Dept	Account	Class
Program	Product	Project		Operating Unit

### Reason for Bonus Payment(s)

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Requestor (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Major Area Budget Manager (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Dean (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_  
Required only if payment recipient is employed at a School

Vice President (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Chief Financial Officer (Signature) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

Return Completed Form to the Payroll Office - Mail Code 4636

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