star performer spot bonus request

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Empl ID |  |
| Employee Type | 🞎Faculty | 🞎Staff | Salary Grade |  |  |
| *For those with visa status, the terms of the visa may not permit a change, or may require government approval before the change may be made. Please check one of the following:*  |
| 🞎F1/OPT, 🞎J-1, 🞎H-1B, 🞎O-1, 🞎TN, 🞎Other, 🞎Not applicable. |
| Department |  | Dept ID |  |
| Supervisor Name |  | Title |  |
| *Reason for Reward (please be as specific as possible)* |
|  |
| Speedtype to be charged: **OPR** |  | Spot Bonus Award Payment | $ |
| Contact for Pickup |  | Contact Phone |  |
|  |
| **Approval Signatures** |
| Supervisor |  | Date |  |
| Mgmt Ctr/Dept Head |  | Date |  |
| Mgmt Ctr Budget |  | Date |  |
| Immigration + HR Svcs (if employee is on a Visa) |  | Date |  |
| Dean/ Vice President |  | Date |  |
| Provost/ Sr VP Admin(if applicable) |  | Date |  |
| President (if applicable) |  | Date |  |
|  |
| **For Human Resources Use** |
| Earnings Code 🞎BONEX 🞎BONON | Approved Amount | $ |
| Approver |  | Date |  |

**Star Performer Spot Bonus Award Request Procedure**

1. The department/management center must submit the bonus request to Human Resources (Crawford Hall, Room 320, LC: 7047). The request should include the employee's name, current supervisor and department, the reason for the reward, award payment and necessary approval signatures. All information must be provided and each approval signature must be included. The request will not be reviewed without the required signatures.
2. Human Resources (HR) will verify eligibility and forward request to Payroll.
3. Payroll will create an off-cycle check to the employee and return the check to HR Records.
4. HR Records will notify contact for pick up at Crawford Hall, Room 220. *The typical process time is five days.*