


Effective, August 1st, 2015 the bonus forms have been updated to include a *Request for Transfer form*. This additional step will ensure that all funds are in the proper location before paying the bonus. A *Request for Transfer form* was added to the bonus form for occasions when a bonus is paid out of an index other than the employee's payroll index. This extra step is completed by Human Resources.

NOTE: The *Request for Transfer form* is used **ONLY** when the bonus is paid from an index other than the employee's payroll index. The bonus amount including fringe rate must be transferred into the employee's payroll index (including Fringe benefits at 9.0% for FY15-16).


Reference #: 01012016

Bonus/One-Time Payment Request Form

- The bonus pay will be taxed at the mandatory supplemental rate of 25% federal withholding and applicable FICA and Michigan withholding.
- Payments will be processed with the next available payroll unless prior arrangements have been made.
- Monetary recognition is not added to base salary/compensation.
- At least two signatures are required (one must be a Vice President's signature).
- For assistance with completing this bonus form, click the [Job Aid link](#).
- This "Gross Up" calculator is used to determine the gross amount required to obtain a specific net (or take home) pay amount.

Employee Name: <small>(Last Name, First Name)</small>		Doe, John	M Number:		M12345678
Dept and Org#:		ABC Department #11111	Today's Date:		01/01/2016
Contact Person:		Bill Jones	Phone #:		487-0000
Request Payment Date:		02/01/2016			

Funding Source	Index	Department	Account Code	Account Pool	Amount
Payment:	A00000	ABC Department	P006	P112B	1,000.00
Gross Up Option: <small>Add Taxes to Bonus Amount</small>	A00000	ABC Department	P006	P112B	584.79
Fringes (9.0% FY15-16):	A0000	ABC Department	B001	B001	142.63
Total:					\$ 1,727.42

Check One	Type	When to use	Exclusions
<input type="checkbox"/>	Signing Bonus	Offer to a candidate as an inducement to commit to employment at Michigan Tech; is agreed upon during pre-employment negotiation process	Hourly (including union employees), fixed term and temporary employees
<input type="checkbox"/>	Retention Bonus	To retain an employee with valuable knowledge, skills or abilities that are vital to the accomplishment of the strategic plan	Union employees, fixed term and temporary employees
<input checked="" type="checkbox"/>	Exemplary Performance Bonus	Incentive for and means of rewarding exemplary performance of faculty and staff	Union employees, fixed term and temporary employees Not to be used as lifetime achievement recognition Not to be used as a years-of-service recognition
<input type="checkbox"/>	Sponsored Funding Bonus	Tenured and tenured faculty may receive a bonus when they have replaced a portion of their A14 academic year research salary and have not been released from any duties	Non-tenure track faculty, exempt and non-exempt, hourly, fixed term and temporary employees
<input type="checkbox"/>	Other	Other one-time compensation payments (Explain below)	

Description of reason for request (when required, attach supporting documentation to provide more details)

Bonus for outstanding performance during a very big project.

*At least two signatures are required – one must be a Vice President; President signature required only on V.P. requests

Department/College/School Approvals		Date
	Financial Manager	
*	Department Chair/Supervisor	
*	Dean/Director	
Review for Compliance		Date
	Human Resources	
	Sponsored Programs (E35* Indexes Only)	
Approval (HR will obtain appropriate approvals below)		Date
*	Provost or Vice President	
*	President	

(Human Resource Use Only)

Index 6 digit	Department	Account Code	Amount
			1,584.79

2-4-2016

To obtain the **ACCOUNT POOL**, click on highlighted [Account Pool](#) and insert account code. (examples P112B, P112L, P112N, P012B, P01N, etc.)

If the department would like to include taxes to the amount, use the link to calculate the TAXES ONLY amount. Insert tax amount only in this box.

Include the index and index title for Fringes

- ⇒ **Account Pool** will always be B001
- ⇒ **Account Code** will always be B001
- ⇒ **Fringe Rate** will be 9.0% (FY15-16)


Include justification for bonus, including any supporting documentation.

Two signatures of approval are needed on all forms. Human Resources will obtain final approval.

NOTE: If this bonus is being paid from an index other than the employees payroll index, please also submit the Page 2 Request for Transfer form. HUMAN RESOURCES WILL OBTAIN THE PAYROLL INDEX.

There may be occasions when the Bonus is paid from an index other than the employee's payroll index. When this occurs, a transfer is necessary. The bonus form auto fills the information into the *Request for Transfer Form*. Please submit both forms together and your Employment Services Representative will gather the additional information.

NOTE: Human Resources will complete the INCREASE BUDGET index and department name area.



To: Financial Services and Operations

Request for Transfer

FOR BUDGET USE ONLY

One-Time-Only Allocations

BD04

Interfund Transfer

FT01

FROM: Bill Jones (Name) **PHONE:** 487-0000 ABC Department #11111 (Department) 1/1/2016 (Date)

REDUCE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 8 digit	Department	Account Code 4-5 digit	
A00000	ABC Department	P112B	1,584.79
A0000	ABC Department	B001	142.63

INCREASE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 8 digit	Department	Account Code 4-5 digit	
			1,584.79
		B001	142.63
<i>NOTE: No E* indexes, except E35*</i>			

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)		T140 (in)	

TOTAL 1,727.42

TOTAL \$ 1,727.42

Financial Services Total

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number: 01012016

Human Resources Representative
Required for all transfers

Date

Budget Office
Required for all transfers

Date

CC list:
Please copy all departments, schools, and/or colleges involved.

Budget Transfer version 2-4-2016

Forward both the Bonus Request Form and the Request for Transfer Form to Human Resources.

If you have any questions, please contact Human Resources at 906-487-2280.