



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: (Last Name, First Name)		M Number:	
Dept and Org#:		Today's Date:	
Contact Person:		Phone #:	
Request Payment Date:			
Funding Source	Index	Department	Account Code
Payment:			Account Pool
Gross Up Option: Add Taxes to Bonus Amount			Amount
Fringes (10.0% FY18-19):			B001
			B001
			Total:

Check One	Type	When to use	Exclusions
	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
	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
	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
	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
	Other	Other one-time compensation payments (Explain below)	

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

*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



To: Financial Services and Operations

Request for Transfer

(To be completed by HR)

FOR BUDGET USE ONLY

One-Time-Only Allocations

BD04

Interfund Transfer

FT01

FROM: _____ **PHONE:** _____
(Name)

Department _____ (Date)

REDUCE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Department	Account Code 4-5 digit	
		B001	

INCREASE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Department	Account Code 4-5 digit	
		B001	
NOTE: No E* indexes, except E35*			

INTERFUND TRANSFER (Transfers between different funds)

		T190 (out)	

INTERFUND TRANSFER (Transfers between different funds)

		T140 (in)	

TOTAL

TOTAL
Financial Services Total

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number:

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
10-3-2018

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