



# Bonus/One-Time Payment Request Form

- The bonus pay will be taxed at the mandatory supplemental rate of 22% 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.

|  |              |                      |                     |
|--|--------------|----------------------|---------------------|
| <b>Employee Name:</b><br>(Last Name, First Name)     |              | <b>M Number:</b>     |                     |
| <b>Dept and Org#:</b>                                |              | <b>Today's Date:</b> |                     |
| <b>Contact Person:</b>                               |              | <b>Phone #:</b>      |                     |
| <b>Request Payment Date:</b>                         |              |                      |                     |
| <b>Funding Source</b>                                | <b>Index</b> | <b>Department</b>    | <b>Account Code</b> |
| <b>Payment:</b>                                      |              |                      | <b>Account Pool</b> |
| <b>Gross Up Option:</b><br>Add Taxes to Bonus Amount |              |                      | <b>Amount</b>       |
| <b>Fringes (10.3% FY22)</b>                          |              |                      | B001                |
|  |              |                      | B001                |
|  |              |                      | <b>Total:</b>       |

| 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<br>Not to be used as lifetime achievement recognition<br>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 A13 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 |
|---------------|------------|--------------|--------|
|               |            |              |        |



## Request for Transfer - **To be completed by HR**

|                                  |
|----------------------------------|
| <b>FOR BUDGET USE ONLY</b>       |
| <u>One-Time-Only Allocations</u> |
| <b>BD04</b>                      |
| <u>Interfund Transfer</u>        |
| <b>FT01</b>                      |

**FROM:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
 (Name)

Department \_\_\_\_\_ (Date)

### REDUCE BUDGET (Rule Class BD04 entries, only)

| Account Number   |             |                           | AMOUNT OF CHANGE |
|------------------|-------------|---------------------------|------------------|
| Index<br>6 digit | Index Title | Account Code<br>4-5 digit |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |

### INCREASE BUDGET (Rule Class BD04 entries, only)

| Account Number   |             |                           | AMOUNT OF CHANGE |
|------------------|-------------|---------------------------|------------------|
| Index<br>6 digit | Index Title | Account Code<br>4-5 digit |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |
|                  |             |                           |                  |

*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:

\_\_\_\_\_  
**Human Resources Representative**  
 Required for all transfers

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sponsored Programs**  
 Required if research, IRAD, or Graduate Stipend funds are involved.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Budget Office**  
 Required for all transfers

\_\_\_\_\_  
**Date**

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