

**POA Bonus Request Form**

- All POA employees are eligible to receive a bonus up to three (3) times per fiscal year.
- Non-union employees with the ability to secure the funds to support the recommended bonus are not eligible to nominate a qualified POA employee (direct supervision of the POA employee is not required).
- The bonus pay will be taxed at the mandatory supplemental rate of 22% federal withholding and applicable FICA and Michigan withholding.
- Bonuses are taxed at a supplemental rate at the time of payment.
- Payments will be processed with the next available payroll unless prior arrangements have been made.
- Monetary recognition is not added to base salary/compensation.
- Bonuses apply to regular full-time and part-time employees.
- All decisions by the Review Committee are final and cannot be appealed.
- Sponsored programs (research) indexes cannot be used to fund the bonus.
- At least two signatures are required (one must be the Financial Manager of the index providing the bonus and one must be an Executive Team member).
- 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	Account Pool	Amount
Payment:					
Gross Up Option: Add Taxes to Bonus Amount					
Fringes (9.8% FY25):			B001	B001	
				Total:	

Type	When to use	Exclusions
Exemplary Performance	Incentive for and means of rewarding exemplary performance of employees.	Nominator cannot be a Union member or family member, as defined by Policy Number 2.6012 - University Policies and Procedures

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

*At least two signatures are required – one must be the Financial Manager; one must be an Executive Team member

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

(Human Resource Use Only)

Index 6 digit	Department	Account Code	Amount



Michigan Tech

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)

REDUCE BUDGET (Rule Class BD04 entries, only)

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

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)		

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.

Budget Transfer version Jan 2020 HR

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