


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.