



### 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 25% 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.

<b>Employee Name:</b> (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>Account Pool</b>	<b>Amount</b>
<b>Payment:</b>					
<b>Gross Up Option:</b> Add Taxes to Bonus Amount					
<b>Fringes (9.0% FY16-17):</b>			B001	B001	
				<b>Total:</b>	

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
	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



# Michigan Tech

To: Financial Services and Operations

## 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 6 digit	Department	Account Code 4-5 digit	

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

Account Number			AMOUNT OF CHANGE
Index 6 digit	Department	Account Code 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:

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 2-4-2016

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