


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.

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 12.5% for FY15-16).


Reference #: 03012016

UAW Bonus Request Form

- All UAW employees are eligible to receive a bonus up to three (3) times per fiscal year not to exceed \$1500 per occurrence.
- Non-union employees with the ability to secure the funds to support the recommended bonus are eligible to nominate a qualified union member (direct supervision of the union member is not required).
- 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.
- 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: <small>(Last Name, First Name)</small>	Smith, Jane	M Number:	M00000000
Dept and Org#:	ABC Department	Today's Date:	03/01/2016
Nominator:	John James	Phone #:	487-0000
Request Payment Date:	04/01/2016		

Funding Source	Index	Department	Account Code	Account Pool	Amount
Payment:	A00000	ABC Department	P007	P211B	1,500.00
Gross Up Option: <small>Add Taxes to Bonus Amount</small>	A00000	ABC Department	P007	P211B	877.18
Fringes (9.0% FY15-16):	A00000	ABC Department	B001	B001	213.95
Total:					\$ 2,591.13

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)
Jane worked on an extra project with committee.

*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
			\$ 2,377.18

2-4-2016

To obtain the **ACCOUNT POOL**, click on highlighted **Account Pool** and insert account code. (example P211B)

If the department would like to include taxes to the amount, use the link to calculate the TAXES amount. Insert tax amount only in this box.

Include the index and index title for Fringes too.

- ⇒ **Account Pool** will always be B001
- ⇒ **Account Code** will always be B001
- ⇒ **Fringe Rate** will be 12.5% (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.

There may be occasions when the bonus is paid from an index other than the employee's payroll index. When this occurs, a transfer is necessary. The bonus form auto fills the information into the *Request for Transfer Form*. Please submit both forms together and your Employment Services Representative will gather the additional information.

NOTE: Human Resources will complete the INCREASE BUDGET index and department.



To: Financial Services and Operations

Request for Transfer

FOR BUDGET USE ONLY

One-Time-Only Allocations

BD04

Interfund Transfer

FT01

FROM: John James (Name) PHONE: 487-0000

REDUCE BUDGET (Rule Class BD04 entries, only)

Index 6 digit	Account Number Department	Account Code 4-5 digit	AMOUNT OF CHANGE
A00000	ABC Department	P211B	2,377.18
A00000	ABC Department	B001	213.95

ABC Department (Department) 3/1/2016 (Date)

INCREASE BUDGET (Rule Class BD04 entries, only)

Index 6 digit	Account Number Department	Account Code 4-5 digit	AMOUNT OF CHANGE
			2,377.18
		B001	213.95
<i>NOTE: No E* indexes, except E35*</i>			

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)	T140 (in)

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)	T140 (in)

TOTAL 2,591.13

Financial Services Total \$ 2,591.13

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number: 03012016

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.

If you have any questions, please contact Human Resources at 906-487-2280.