

**AFSCME Bonus Request Form**

- There shall be no limit to the number of bonuses an AFSCME employee may receive during the fiscal year.
- The monetary cap shall be \$3,000 after taxes in a fiscal year.
- 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 22% federal withholding and applicable FICA and Michigan withholding.
- Payments will be process with the next available payroll unless prior arrangements have been made.
- Monetary recognition is not added to base salary/compensation.
- 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.
- The AFSCME Bonus Program is not precedent setting nor is it grievable.
- 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 (9.8% FY25):</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

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

(Human Resource Use Only)

Index 6 digit	Department	Account Code	Amount



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

FT01

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