



**IMMEDIATE RECOGNITION/BONUS ACTION FORM**

Please complete the information below and submit it to the Budget Unit Director and Vice President for approval. Upon approval, the original form will be forwarded by the Vice President to Human Resources for processing.

When monetary awards are given, funds must be available in sub-object code 4036 prior to submitting this form to Human Resources. If this form is processed and funds are not available, the Budget Office will report it as a negative budget variance. Budget adjustments should be forwarded directly to the Budget Office.

- Monetary awards **cannot exceed \$5,000 per fiscal year** (hourly and classified only).
- Recognition leave **cannot exceed 5 days from January 10 – January 9**; expires 12 months from the date it was awarded (excludes hourly and adjuncts).
- Effective dates should be the 10th and 25th for classified, administrative/professional faculty and teaching & research faculty and the 1st and 16th for hourly and adjuncts.

Budget Code		VP Area		Department Name		Effective Date	
Position Number		UIN		Last Name		First Name	MI
Employee Type		FLSA Status ( <b>classified only</b> )		Type of Award		Individual or Team	
Monetary Award Amount ( <b>Cannot exceed \$5,000 for classified employees per fiscal year</b> )		Has the employee received a monetary award this fiscal year?		Number of Recognition Days Awarded ( <b>Cannot exceed 5 days</b> )		Has the employee received recognition leave this calendar year?	
Eligibility Requirements: employee must <ul style="list-style-type: none"> <li>• Have received a rating of satisfactory/contributor or higher on last performance evaluation</li> <li>• Have no formal discipline within the preceding 12 months (e.g. written notices, letter of reprimand or sanctions)</li> </ul>							
Satisfactory/Contributor Performance		Written Notice/Letter of Reprimand		Date of Last Action, if applicable		<b>Recommending Supervisor / Contact for Processing Questions</b>	
Explain reason for recognition and time period (use specific dates) (attach additional pages if necessary):							
						<b>Processing Information</b>	
Supervisor's Signature		Printed name		Date			Date
							Initials
Budget Unit Director		Printed name		Date		Payroll	
Vice President		Printed name		Date		Eligibility Verified	
Human Resources		Printed name		Date		Overtime Recalculated	