

INSTRUCTIONS FOR COMPLETING THE BONUS PAY FORM

Complete all sections of the form. **Forms not filled out completely will be returned to the Department.**

Prepared By: Please include all the information in this box. If there are any questions or missing information on the Bonus Pay form, this is who will be contacted. Omitting this information will cause delays in processing the form.

Payment:

- A. *Department Name:* Enter the department initiating the form for payment.
- B. *Org ID:* Enter the department/organization ID number for the department initiating the payment.
- C. *Employee Name:* Enter the employee's name.
- D. *Pay Group:* Enter the employee's Pay Group.
- E. *Employee ID #:* Enter the employee's ID number. (This number must be identical to the number on the ePAF.)
- F. **Earnings Code: Select either - NDB - Nondiscretionary Bonus**
A nondiscretionary bonus is when the employer from the outset determines the standards that are required to receive a bonus based on meeting specific criteria.
Or - DBS - Discretionary Bonus
A discretionary bonus is when the employer determines after the fact that there is a reason for a bonus, such as reaching a financial goal, or to reward an individual employee after exceptional performance.
- G. *Amount:* Enter the gross amount of the Bonus to be paid.
- H. *Pay Period Dates:* Enter the starting and ending dates of the pay period for which payment is to be made.
- I. *Chartfield:* Enter the Chartfield to be charged for these earnings.
 - BU** - Business Unit
 - Org ID** - Organization/Department ID
 - Activity/Project** - Activity or Project Number
 - Account** - Account Number
 - A/U** - Allowable/Unallowable (1/0)

Approval:

Discretionary and non-discretionary bonuses require the approval signature of the Authorized Supervisory Authority with line responsibility as well as the Dean/Director. In addition, Cognizant Vice President/Cabinet Member signature is required for amounts \$2500 and above for department paying bonus. If any part of the bonus is paid from a federal grant or contract, the approval of the Office of Sponsored Projects is required as well.

This form is due to the Payroll Department, 250 E., 200 So., Suite 125, no later than 12:00 pm the last business day of the pay period.

Revised 04/26/18

University of Utah Payroll Department Bonus Pay Form

Prepared By:	Email:
Phone:	Date:

Payment of bonuses are restricted to employees of the University as part of a formalized program or agreement based on predetermined goals or achievements within department paying bonus. The program or agreement is restricted to authorization in accordance with PPM 5-401.

PLEASE SEE INSTRUCTIONS FOR COMPLETION OF THE BONUS FORM.

Department Name: _____ Org ID: _____

Employee Name: _____ Pay Group: _____

Earnings Code: **NDB - NONDISCRETIONARY BONUS** - Approval by Cognizant VP/Cabinet Member over \$2500
DBS - DISCRETIONARY BONUS - Approval by Cognizant VP/Cabinet Member over \$2500

Employee ID #	Record #	Earnings Code	Additional Sequence	Amount

Pay Period Dates		Chartfield				
Start	End	Bu (2)	Org ID (5)	Activity/Project (8)	Account (5)	A/U (1)
						1

MANDATORY:
Reason for Bonus Pay (please provide details):

I certify that the requested payment for the above listed individual is in accordance with the department Bonus program and any limitations set forth therein.

 Authorized Supervisory Authority required Date

 Cognizant VP/Cab Member required for amounts over \$2500 Date

 Printed Name of above signature

 Printed Name of above Signature

 Dean/Director Signature required Date

 Printed Name of above Signature

Review and approval from the Office of Sponsored Projects is required if any portion of compensation paid to this employee is from federal grants or contracts.

OSP
 Approval: _____

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