

# INSTRUCTIONS FOR COMPLETING THE PRIZE AND AWARD 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 Prize and Award form, this is who will be contacted. Omitting this information will cause delays in processing the form.

**Payment:**

- A. *Employee Name:* Enter the employee's name.
- B. *Org ID:* Enter the department/organization ID number for the department initiating the payment.
- C. *Name of Prize or Award:* Enter the name of the prize or award.
- D. *Purpose of the Award:* Indicate the purpose of the prize or award.
- E. *Describe the selection process:* Indicate the process for selecting the recipient of the prize or award.
- F. *Approximate number of eligible people the recipient was selected from:* Enter the number of eligible applications.
- G. *Recipient:* The recipient must select either Option 1 or Option 2 and sign and date the form. If the recipient does not fill this section out, the payment will not be made.
- H. *Employee ID #:* Enter the employee's ID number. (This number must be identical to the number on the ePAF.)
- I. *Amount:* Enter the gross amount to be paid.
- J. *Special Check or Regular Payroll:* Indicate whether you are including a journal entry fee of \$12.00 for a special check or whether you would like this award included with the next regular payroll.
- K. *Pay Period End Date:* Indicate the pay period end date you would like this prize or award to be paid.
- L. *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** - 55600

**Approval:**

The approval signatures of the granting Department's Chair or Account Executive, along with the Dean, Director or Cognizant Vice President are **required** for payment.

This form is due to the Payroll Department, 250 E 200 S, Suite 125, no later than 5:00pm the last day of the pay period.

## University of Utah Payroll Department Prize and Award Form

Prepared By: _____	Email: _____
Phone: _____	Date: _____

Employee's Name: _____	Org ID: _____
Name of Prize or Award: _____	
Purpose of the Prize or Award: _____	
Describe the selection process: _____	
Approximate number of eligible people the recipient was selected from: _____	

**OPTIONS:** The following options are available to the recipient of this prize or award:

**Option 1:** The recipient will receive the amount of the prize or award less applicable federal, state, FICA and Medicare taxes. To pay a prize or award through the Payroll Department, the recipient must be an employee of the University of Utah. All applicable taxes will be withheld. If recipient is not an employee of the University of Utah, please process the payment on a Payment Request through the Accounts Payable office. (Include a W-9 and a memo stating that this person is not an employee of the University of Utah.)

**Option 2:** The recipient will have the prize or award placed in a departmental account under his/her control. It can be used for the recipient's research or other University related purpose. Expenditure of these funds must conform to University policies and procedures. No expenditures of a "Personal" nature will be permitted.

**(Department, if option two is selected, submit this form to Financial Reporting and Accounting, jennie.hale@admin.utah.edu., after obtaining appropriate signatures.)**

**\*\*Please provide the chartfield to deposit award to \*\*\***

**BU** \_\_\_\_\_ **ORG ID** \_\_\_\_\_ **ACTIVITY/PROJECT** \_\_\_\_\_ **ACCOUNT** \_\_\_\_\_

**Recipient:** I select option \_\_\_\_\_.

If option 1 is selected, I understand applicable Payroll taxes will be withheld from the prize or award. If option 2 is selected, I will use the funds in accordance with University policies and procedures.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID #	Record #	Earnings Code	Additional Sequence	Amount

Indicate Special Check OR Regular Payroll			Chartfield				
Special Check	Regular Payroll	Pay Period End Date	Bu	Org ID	Activity/Project	Account	A/U
						55600	

In approving the prize or award, the grantor department chair or account executive signifies that prizes and awards are not to be used to provide bonuses for performance of ordinary duties, and should be based on a clear competition among an eligible pool of employees with clear and consistent guidelines.

Grantor Department Chair / Account Executive Signature: \_\_\_\_\_ Date \_\_\_\_\_

Dean / Director or Cognizant Vice President Signature: \_\_\_\_\_ Date \_\_\_\_\_