

Please complete the information below and submit it for necessary approvals. Upon approval, forward the original form to the Department of Human Resources for final approval and processing.

NOTE: When monetary awards are given, budget must be available in account code 611310, Bonuses and Incentives, 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.

Banner Fund and Org	Division	Department/Organizational Unit Name		Effective Date
Position Number	Banner ID	Last Name	First Name	MI
Employee Type		Type of Recognition Program		Type of Recognition Award
<input type="checkbox"/> T&R Faculty <input type="checkbox"/> A/P Faculty <input type="checkbox"/> Classified <input type="checkbox"/> PT Teaching <input type="checkbox"/> PT A/P <input type="checkbox"/> Wage <input type="checkbox"/> Student/Work Study/Other		<input type="checkbox"/> Immediate Recognition <input type="checkbox"/> Planned Recognition		<input type="checkbox"/> Monetary <input type="checkbox"/> Nonmonetary <input type="checkbox"/> Recognition Leave (Classified Only)
Monetary Awards Amount (if cash-like see below ¹)	Approximate Value of Nonmonetary Award (see below ²)	Total Fiscal YTD Value of Monetary and Nonmonetary Awards Given to this Employee (Cannot exceed \$2,000)	# of Recognition Hours Awarded (Classified only)	Total Hours Awarded Leave YTD (Jan. 10-Jan 9) (Cannot exceed 40 hours)
¹ For Cash-like Monetary Awards (provide appropriate information)		² For Nonmonetary Awards (describe the award given)		
<input type="checkbox"/> RU Express Credit <input type="checkbox"/> Gift Card/Gift Certificate - Unique No. _____ <input type="checkbox"/> Other (specify): _____				
Explain reason for recognition (attach additional pages if necessary):				
▼ <i>Supervisor's/Requestor's Signature</i>				<i>Date</i>
▼ <i>Dean, Director, or Department Head (or Supervisor if recipient is Dean, Director, or Department Head)</i>				<i>Date</i>
▼ <i>President, Provost, or Vice President (only for cumulative immediate recognition awards exceeding \$250 (monetary and nonmonetary) in a fiscal year or 16 hours of recognition leave in a leave year)</i>				<i>Date</i>
▼ <i>Human Resources</i>				<i>Date</i>
<ul style="list-style-type: none"> • Monetary Awards paid through Payroll will be included in a single check with regular pay. Taxes are withheld at the regular rate. • All gift cards/certificates are monetary awards & taxable to employees. Award amounts for gift cards/certificates will be added to gross income and taxes withheld in the next available paycheck. • Recognition Leave expires 12 months from the date it was awarded. Recognition leave is keyed into the Banner Leave Reporting Module by Human Resources. Unexpired recognition leave is paid when an employee leaves the University. 				