# Bonus Request Form

- The bonus pay will be taxed at the mandatory supplemental rate of 25% federal withholding and applicable FICA and Michigan withholding.
- Bonuses are taxed at a supplemental rate at the time of payment.
- Payments will be processed with the next available payroll unless prior arrangements have been made.
- Monetary recognition is not added to base salary/compensation.
- Bonuses apply to regular full-time and part-time non-represented faculty and staff (except Sponsored Funding – faculty only).
- At least two signatures are required (one must be a Vice President's signature).

| | | | |
|---|---|---|---|
| **Employee Name:** | (Last Name, First Name) | **M Number:** | |
| **Dept and Org#:** | | **Date of Request:** | |
| **Contact Person:** | | **Phone #:** | |
| **Index/Account Code:** | / | **Effective Date:** | |
| **Bonus Amount** | $ | | |

| Check One | Bonus | When to use | Exclusions |
|---|---|---|---|
| | Signing | Offer to a candidate as an inducement to commit to employment at Michigan Tech; is agreed upon during pre-employment negotiation process | Hourly (including union employees), fixed term and temporary employees |
| | Retention | To retain an employee with valuable knowledge, skills or abilities that are vital to the accomplishment of the strategic plan | Union employees, fixed term and temporary employees |
| | Exemplary Performance | Incentive for and means of rewarding exemplary performance of faculty and staff | Union employees, fixed term and temporary employees<br>Not to be used as lifetime achievement recognition<br>Not to be used as a years-of-service recognition |
| | Sponsored Funding | Tenured and tenured faculty may receive a bonus when they have replaced a portion of their A13 academic year research salary and have not been released from any duties | Non-tenure track faculty, exempt and non-exempt, hourly, fixed term and temporary employees |

**Description of reason for request (when required, attach supporting documentation to provide more details)**

*At least two signatures are required – one must be a Vice President; President signature required only on V.P. requests

| **Department/College/School Approvals** | | **Date** |
|---|---|---|
| | Financial Manager | |
| * | Department Chair/Supervisor | |
| * | Dean/Director | |
| **Review for Compliance** | | **Date** |
| | Human Resources | |
| **Approval (HR will obtain appropriate approvals below)** | | **Date** |
| * | Provost or Vice President | |
| * | President | |

Forward completed form to Human Resources.

4-11-2010