

Effective, August 1st, 2015 the bonus forms have been updated to include a *Request for Transfer form*. This additional step will ensure that all funds are in the proper location before paying the bonus. A *Request for Transfer form* was added to the bonus form for occasions when a bonus is paid out of an index other than the employee's payroll index. This extra step is completed by Human Resources.

NOTE: The *Request for Transfer form* is used **ONLY** when the bonus is paid from an index other than the employee's payroll index. The bonus amount including fringe rate must be transferred into the employee's payroll index (including Fringe benefits at 9.0% for FY15-16).

MichiganTech		Reference #: 03142016	
POA Bonus Request Form			
<ul style="list-style-type: none"> All POA employees are eligible to receive a bonus up to three (3) times per fiscal year. Non-union employees with the ability to secure the funds to support the recommended bonus are eligible to nominate a qualified POA employee (direct supervision of the POA employee is not required). 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 employees. All decisions by the Review Committee are final and cannot be appealed. Sponsored programs (research) indexes cannot be used to fund the bonus. At least two signatures are required (one must be the Financial Manager of the index providing the bonus and one must be an Executive Team member). For assistance with completing this bonus form, click the Job Aid link. This "Gross Up" calculator is used to determine the gross amount required to obtain a specific net (or take home) pay amount. 			
Employee Name: (Last Name, First Name)	Mary Smith	M Number:	M98765432
Dept and Org#:	Public Safety and Police Services	Today's Date:	03/14/2016
Contact Person:	Bob Jones	Phone #:	906-484-2216
Request Payment Date:	04/01/2016		
Funding Source	Index	Department	Account Code
Payment:	A00000	PSPS	P007
Gross Up Option: Add Taxes to Bonus Amount	A00000	PSPS	P311A
Fringes (9.0% FY15-16):	A00000	PSPS	B001
			Total:
			\$ 883.71
Type	When to use	Exclusions	
Exemplary Performance	Incentive for and means of rewarding exemplary performance of employees.	Nominator cannot be a Union member or family member, as defined by Policy Number 2.6012 - University Policies and Procedures	
Description of reason for request (when required, attach supporting documentation to provide more details)			
Exemplary bonus for Mary for a job well done during Winter Carnival.			
*At least two signatures are required – one must be the Financial Manager; one must be an Executive Team member			
Department/College/School Approvals		Date	
Nominator			
Financial Manager*			
Dean/Director/Chair/Supervisor			
Review for Compliance		Date	
Human Resources			
Sponsored Programs (E35* Indexes Only)			
Approval (HR will obtain appropriate approvals below)		Date	
Provost or Vice President			
President			
(Human Resource Use Only)			
Index 6 digit	Department	Account Code	Amount
			792.39

To obtain the **ACCOUNT POOL**, click on highlighted **Account Pool** and insert account code. (examples P311A, P311F etc.)

If the department would like to include taxes to the amount, use the link to calculate the TAXES amount. Insert tax amount only in this box.

Include the index and index title for Fringes

- ⇒ **Account Pool** will always be B001
- ⇒ **Account Code** will always be B001
- ⇒ **Fringe Rate** will be 9.0% (FY15-16)


Include justification for bonus, including any supporting documentation.

Two signatures of approval are needed on all forms. Human Resources will obtain final approval.

NOTE: If this bonus is being paid from an index other than the employees payroll index, please also submit the Page 2 Request for Transfer form. HUMAN RESOURCES WILL OBTAIN THE PAYROLL INDEX.

There may be occasions when the Bonus is paid from an index other than the employee's payroll index. When this occurs, a transfer is necessary. The bonus form auto fills the information into the *Request for Transfer Form*. Please submit both forms together and your Employment Services Representative will gather the additional information.

NOTE: Human Resources will complete the INCREASE BUDGET index and department name area.



To: Financial Services and Operations

Request for Transfer

FOR BUDGET USE ONLY

One-Time-Only Allocations

BD04

Interfund Transfer

FT01

FROM: Bill Jones **PHONE:** 487-0000

(Name)

REDUCE BUDGET (Rule Class BD04 entries, only)

Index 8 digit	Account Number Department	Account Code 4-5 digit	AMOUNT OF CHANGE
A00000	ABC Department	P112B	1,584.79
A0000	ABC Department	B001	142.63

ABC Department #11111 1/1/2016

Department (Date)

INCREASE BUDGET (Rule Class BD04 entries, only)

Index 8 digit	Account Number Department	Account Code 4-5 digit	AMOUNT OF CHANGE
			1,584.79
		B001	142.63

NOTE: No E indexes, except E35**

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)

INTERFUND TRANSFER (Transfers between different funds)

T140 (in)

TOTAL 1,727.42

TOTAL \$ 1,727.42

Financial Services Total

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number: 01012016

Human Resources Representative
Required for all transfers

Date

Budget Office
Required for all transfers

Date

CC list:

Please copy all departments, schools, and/or colleges involved.

Budget Transfer version 2-4-2016

Forward both the Bonus Request Form and the Request for Transfer Form to Human Resources.

If you have any questions, please contact Human Resources at 906-487-2280.