

THE CITADEL

EMPLOYEE BONUSES

Proviso 72.102 of the 2005-2006 General Appropriation Act allows state agencies and institutions to spend state, federal, and other sources of revenue to provide selected employees lump sum bonuses, not to exceed three thousand dollars per year, based on objective guidelines established by the Budget and Control Board. Payment of these bonuses is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. Bonuses using federal and other sources of revenue must maintain documents verifying that the bonuses funded were from cost savings resulting from increased efficiency in operations. Further, agencies using federal funds to award bonuses must show that the use of these funds is in compliance with federal law.

Please complete this form and forward a copy to the Office of Human Resources when an employee bonus is awarded.

Employee Name:	Last 4 digits of SSN:	Class/Slot:
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Amount of Bonus:	Date Awarded:
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SOURCE OF FUNDS:

Carry Forward Funds	Federal Funds	Other Funds
Check to indicate use complies with federal law.	Acct. #: _____	

REASON: (Please indicate which of the following best represents the reason the bonus was awarded.)

Contributions to increased organizational productivity	Exceptional customer service
Development and/or implementation of improved work processes	Realized cost savings
Other specific contributions to the success of the organization	

COMMENTS: (attach additional pages as necessary)

_____ Supervisor/Requestor	_____ Date	_____ Dept. Vice President or Provost	_____ Date
_____ Department Head	_____ Date	_____ HR Director or Manager	_____ Date

FINANCE DEPARTMENT

Approved Funding of \$ _____

COMMENTS: (attach additional pages as necessary)

_____ VP Finance or Budget Director	_____ Date
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HUMAN RESOURCES - TIME INPUT PROCESS

Active Assignment No.	Earning Code:	Effective Date of Payment:
_____ Human Resources	_____ Date	

PAYROLL DEPARTMENT

_____ Payroll	_____ Date
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