

# THE CITADEL

## EMPLOYEE BONUSES

The General Appropriations 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.

Employee Name:	CWID:	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 \$ \_\_\_\_\_ Secondary Position Number: \_\_\_\_\_

COMMENTS: (attach additional pages as necessary)

_____	_____
VP Finance or Budget Director	Date

### HUMAN RESOURCES - TIME INPUT PROCESS

Current Salary:	Date Banner Entered:	Effective Date of Payment:
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_____	_____
Human Resources	Date