

Request for Bonus Payment

To Be Completed by Employee's Home Department			
USC ID:	Name: (Last, First, Middle)		
Title:	Class/Slot:	Band:	
Department Name:		Dept. No:	
Campus:	Current Base Salary:		
Bonus Criteria			
Source of Funds:	Education and General Funds Grant-Generated Funds Other Sources of Revenue	Selection of 401(K) contribution must be accompanied by a Deferred Compensation Change form, located at http://busfinance.admin.sc.edu/payroll/forms.asp	
Account No./Fund/Object Code for Bonus:	/	/	51801
			Amount of Bonus:
Award Bonus as:	Cash To Employee	Contribution to Employee's 401(k) with SC Deferred Compensation Program	
Bonus Recommended by:	Title:		
Indicate the reason(s) the bonus is requested: <ol style="list-style-type: none"> 1. Increased organizational productivity. 2. Development and/or implementation of improved work processes. 3. Exceptional customer service. 4. Realized cost savings. 5. Other specific contributions to the success of the University. (Briefly describe under comments.) 			
Comments:			
Home Dept. Signatures	Date	Requesting Dept. Signatures	Date
If the bonus is requested or funded by a department other than the employing (home) department, approval of both departments is required.			
Employee's Supv:			
Academic Dean:			
Provost*/VP/Chancellor:			
HR Use Only			
EE is in eligible position (FTE, RG, or TL).		EE's base salary is less than \$100,000/yr.	
EE will not exceed \$3000 bonus cap in fiscal year.	Current Basis:	Date Awarded:	
Date of bonus received in FY:		Amount of bonus received in FY:	
HR/Salary Administration:			
VP HR/VP's Designee:			
Payroll:			