



EMPLOYEE RECOGNITION AWARD COMPENSATION FORM

Gross: _____
Fed: _____
State: _____
Net: _____
(For Payroll Use)

Initiator Name: _____ Initiator Phone#: _____ eDoc Number _____

Employee Information

Employee Name: _____ Empl ID: _____

Student (This ERA form must be routed through the Financial Aid Dept. for approval before submission to Payroll)

Payment Information

MONETARY AWARD

Account #: _____

*Award Amount: _____

You **must** check one of these boxes:

- Gross Up (Employee's net pay will be the award amount)
 Gross Down (Employee's net pay will be less any taxes and retirement)

CHECK ONLY ONE OF THE FOLLOWING BOXES FOR PAYMENT TYPE:

Live Check:

Direct Deposit:

Date to pick-up check: _____

Date of deposit: _____

Who will pick-up check: _____

Phone # to call when check is ready: _____

***Note:** Awards processed through the payroll system must have applicable withholdings made for the employee's taxes. Some units may wish to budget for these withholdings in order to give a specific net cash award amount. The standardized "gross-up" calculation procedures are performed by payroll. Also, **units should ensure the employee ERE has been budgeted.**

NON-MONETARY AWARD

Please describe the type of non-monetary award, the amount, and the reason (recognition, retirement, etc.) below:

Type of Award: _____ *Amount: _____

Reason: _____

* ALL gift certificates which are redeemable for general merchandise or have a cash equivalent value are taxable. Other non-monetary awards (clocks, jewelry, electronics, etc.) with a value of more than \$75.00 for employee recognition, or more than \$400 for retirement, are considered taxable income. These cannot be grossed-up. Also, **units should ensure the employee ERE has been budgeted.**

Authorizations/Processing

I confirm that I am a responsible official of the University for the purpose of authorizing payment to the above named person for the described recognition award (monetary or non-monetary.)

Department Authorization (Print Name): _____

Department Authorization Signature: _____

Date: _____

Financial Aid Signature: _____

Date: _____

Payroll Signature: _____

Date: _____

Submit the completed form and supporting documentation to FSO-Payroll Office, University Services Building, Room 402, PO Box 210158, Campus

EMPLOYEE RECOGNITION AWARD COMPENSATION FORM INSTRUCTIONS

Please submit the completed form along with any supporting documentation to:

Email to: payroll@fso.arizona.edu

Campus Mail:
FSO-Payroll Office
University Services Building
PO Box 210158, Room 402
Campus

Do:

- Submit the form at least two weeks before payment is to be processed on monetary awards.
- Make sure all the information is provided along with the required signatures.
- Provide the eDoc number; if applicable.
- Units should ensure the employee ERE associated with the taxable award has been budgeted.
- Complete this form for taxable non-monetary awards as listed in [Policy 9.11](#) for Employee Recognition Awards.
 - a. Gift cards/certificates, vouchers, Groupons, and e-Cards which are redeemable for general merchandise or have cash equivalent value are taxable. Other non-monetary awards such as clocks, jewelry, or electronics valued at more than \$75 for employee recognition or more than \$400 for retirement are considered taxable.

Do not:

- The initiator and the department authorization name cannot be the same person.
- The PCard cannot be used as a method of payment for taxable awards.

Instructions

Line 1: The initiator is the contact person in the department. Provide the full name and phone number.

Line 2: Include the employee's name as it appears in UAccess and their Empl ID.

- a. Mark the **student** box if the award is for a student-employee.
- b. This form should not be used for non-employees.

Payment Information: Monetary awards (steps 3-5)

Line 3: Provide the account number that will be used to distribute the award.

Line 4: Include the total amount of the award:

- a. Select one of the boxes to process applicable withholdings:
 - i. Gross up: The employee's net pay will be the award amount (The department is responsible for any necessary withholdings).
 - ii. Gross Down: The employee will receive a net pay after taxes and retirement is deducted.

Line 5: Select **only one** of the methods of disbursing the payment to the employee:

- a. Live Check:
 - i. Expected date for the check.
 - ii. Full name and Phone number of the person to call when the check is ready for pick up.
- b. Direct Deposit:
 - i. Provide the date the direct deposit should be expected.

Non-monetary awards (steps 6-8)

Line 6: Provide the type of award.

Line 7: Enter the amount of the award.

- a. For Prepaid Cards/Certificates, provide the face value.
 - i. A card preloaded with funds that is provided to an employee. Examples are gift cards/certificates, vouchers, Groupons, and e-Cards. Prepaid cards/certificates are treated the same as cash.
- b. For other non-monetary awards, enter the amount less the allowance for nontaxable awards. For example, a \$550 UA Panoramic Picture for a retiree. Deduct the \$400 allowed and only enter the \$150.
- c. Non-monetary awards cannot be grossed-up (the award is reported as income to the employee).

Line 8: Provide the reason for providing the award to the employee.

Line 9: Print the name of the individual approving the award (this cannot be the same as the initiator).

Line 10: Signature and date of the department approver.

Line 11: Signature and date from Financial Aid (when the award is for a student).

Line 12: Signature and date from Payroll.