



Employee Bonus and Incentives Request

Please consult University Policy HR5016 before completing this form. Submit this completed form to hrservicecenter@memphis.edu or deliver to 165 Administration Building.

GENERAL INFORMATION

Employee Full Name: _____ Banner ID: _____

Department: _____ Job Title: _____ E-Class: _____

PAYMENT INFORMATION (if a grant, please ensure your grant allows bonus charges prior to submission)

Index	Fund	Org	Program	Account (circle one)	Suffix	Earnings Code
				AD/AE/AM/CH: 61681 CL/S8: 61381 F1/FA/F9/FD: 61281	BN	613

TYPE OF BONUS (Complete one section/column ONLY; attach additional comments page if needed)

Performance-Based Bonus	Project-Based Bonus	Variable Compensation Plan Bonus
Bonus Justification:	Summary of Project: Project Dates: From _____ To _____ Deliverables:	Attach/upload a copy of the pre-established and approved Variable Compensation Plan. Bonus Period: From _____ To _____ Explanation:
Amount: \$ _____ <i>(Not to exceed \$15,000 or 10% of employee's base salary, whichever is greater)</i>	Amount: \$ _____ <i>(Not to exceed \$5,000 or 10% of employee's base salary, whichever is greater)</i>	Amount: \$ _____ <i>(Amount must be in agreement with the stipulations included in the Variable Compensation Plan)</i>

APPROVAL SIGNATURES

Department Head (Requestor): _____ Date: _____
Print Name Signature

Divisional Leader (Approver): _____ Date: _____

Human Resources (Approver): _____ Date: _____

President (Exceptions Only): _____ Date: _____