

Hiring Bonus 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: _____

Position Number: _____ E-Class: _____ Employment Start: _____

PAYMENT INFORMATION

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

HIRING BONUS TERMS

The University agrees to pay the Employee a hiring bonus as a recruitment tool for employees whose skills are considered critical to the University's operations and strategic mission and/or for positions deemed difficult to fill. This position:

_____ requires skills that are considered critical to the University's operations and strategic mission
_____ has been deemed as difficult to fill

Gross Amount of Bonus: \$_____ (minus any applicable taxes)

Committed Length of Service (minimum one year): From _____ To _____

APPROVAL SIGNATURES

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

Divisional Leader (Approver): _____ Date: _____

Human Resources (Approver): _____ Date: _____

TERMS AND CONDITIONS

I understand that:

- Funds will be paid within my first 60 days of employment.
- In accordance with the job description, expectations will be established by my supervisor and my performance monitored via the performance appraisal process.
- I must remain employed by the University for a minimum of one year from the effective date of hire (a longer term of service may be required based on the significance of the position and the amount of the hiring bonus. For faculty appointed on an academic basis, one year is defined as fall and spring semesters (nine months). For all other annual faculty and employees, one year is defined as twelve months. Should I voluntarily separate employment from the University prior to the completion of the commitment time, I will be liable to the University for the full hiring bonus amount paid and any payroll taxes withheld by the University in connection with the bonus.
- I hereby grant the University and the State of Tennessee an express lien on all salaries, wages, and other sums payable to me for the purpose of securing all amounts due under Item 3 above in the event I leave prior to the committed length of service to the University. I authorize the University, the Board of Trustees, and/or the State of Tennessee to withhold all amounts due under this Agreement from any sum(s) payable to the me.

I agree with the terms and conditions listed above.

Employee: _____ Date: _____
Print Name Signature