



Arts and Sciences

Bonus Request Form

This form should be submitted to the College of Arts and Sciences Office of the Dean via email to your [assigned HR contact](#).

Unit Name: _____ Date: _____

Contact Person: _____ Email: _____

Employee Name: _____ Empl ID: _____

Requested Bonus amount: _____

*Bonus amount must be in accordance with HR policies and procedures ([HR 1.77](#)).

Reason:

- Exceptional Customer Service
- Increased Productivity
- Process Improvement
- Realized Cost Savings
- Other Contributions

Justification:

Funding:

Operating Unit	Department	Fund	Class Field	Account	PC Business Unit	Project	Activity
				51800			

For CAS Office of the Dean Use Only:

Bonus Approval: APPROVED DENIED APPROVED WITH MODIFICATIONS (See comments below.)

Approved Bonus Amount: _____

Comments:

Returned by: _____ Unit Notification Date: _____