A | **Finance & Budget**

EMPLOYEE RECOGNITION AWARD COMPENSATION FORM

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

Employee Name: _____   Employee ID: _____

PAYMENT INFORMATION

MONETARY AWARD

Account Number: _____   ***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 number to call when check is ready: _____

*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 Name (Print): _____

Department Authorization Signature: _____   Date: _____

Payroll Signature: _____   Date: _____

For **monetary awards**, submit completed form and any supporting documentation to FNSV-Payroll-Info@arizona.edu.

For **non-monetary awards**, attach completed form and any supporting documentation to eDoc. If no eDoc, send to FNSV-Accounts-Payable@arizona.edu.

DO and DO NOT

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.

FORM 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. This form should not be used for non-employees.

Payment Information - MONETARY AWARD

Line 3: Provide the account number that will be used to distribute the award, then 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 4: 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.

Payment Information - NON-MONETARY AWARD

Line 5: Provide the type of award, and 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 University 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 6: Provide the reason for providing the award to the employee.

Authorizations/Processing

Line 7: Print the name of the individual approving the award (this cannot be the same as the initiator).

Line 8: Signature and date of the department approver.

Line 9: Signature and date from Payroll.