

Eastern Michigan University

Award Payment Request

Award Recipient Name	E Employee EID Number
Job Title, ECLS (for employee only)	Home Department (for employee only)
Requestor Name (Please print or type)	Requester Phone

Expense Account Information

Awarding Department Name	Fund	Org#
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Nature/Purpose of Award _____

Amount of Award: _____ **Date Needed:** _____

(Note: Awards for employees are subject to state, federal and FICA withholding taxes and awards do not qualify as earnings for retirement contributions. Awards to students will be submitted to Financial Aid to determine impact on eligibility in accordance with regulations. Contact Payroll Office at 7-2393 if "gross up" of award amount is desired and then use that amount above.)

*****Do not discuss or inform employee of request until approval confirmation is received from Human Resources or Academic Human Resources, as appropriate.**

Approvals

Dean/Director	Date
Financial Aid (student awards only)	Date
Grants Accounting (as applicable)	Date
HR, AHR, Accounting or Purchasing (as applicable; see routing instructions)	Date

Explanation and Purpose of the Employee Award Payment Request Form

Definition

Awards are generally defined as one time Lump Sum payments for the purpose of recognizing outstanding work and/or accomplishments. They are typically part of a formal recognition program or process with pre-determined eligibility and nomination/selection criteria or unexpected/discretionary payments to recognize individual or team accomplishments on projects of major significance. Awards are not for services rendered.

This award form is **not** to be used as an honorarium or for supplemental pay. There are separate forms available for these payments. Refer to the Human Resources form website at <http://www.emich.edu/hr/hrforms/index.html> or call (734) 487-2275 for assistance, if necessary.

Instructions for Department Requesting the Payment

- Initiate and complete this form. Provide all relevant information regarding the rationale for the payment.
- Secure indicated unit and division signatures.
- Retain a copy for your departmental files, and forward the original per instructions below.

After Receiving Necessary Division Approvals Forward Form and Documentation as Follows

Staff Employee Payments (Non-Faculty):

Human Resources
Suite 140 McKenny Hall
(487-2275)

Faculty and Academic AP Payments:

Academic Human Resources
202 Boone Hall
(487-0076)

Student Awards

General Accounting
202 Hover
(487-1441)

Non-Employee/Non-Student Awards

Purchasing
122 Physical Plant
(487-1200)

Upon final approval, the original form should be sent to Payroll, for check generation or, if the recipient is a student, the form should be sent to Student Business Services to be applied to the student's account and a check may be generated. A copy should be returned to the indicated account manager by the designated approving office when forwarding to Payroll or Student Business Services, as notice of completion/approval.