

# Eastern Michigan University

## Award Payment Request

\_\_\_\_\_  
Award Recipient Name

\_\_\_\_\_  
Employee EID Number

\_\_\_\_\_  
Job Title, EClass (for employee only)

\_\_\_\_\_  
Home Department (for employee only)

\_\_\_\_\_  
Requestor Name (Please print or type)

\_\_\_\_\_  
Requester Phone

### Expense Account Information

\_\_\_\_\_  
Awarding Department Name

\_\_\_\_\_  
Fund

\_\_\_\_\_  
Org#

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.)

Include to employee's next paycheck \_\_\_\_\_ Separate check for pick up \_\_\_\_\_

(Note: Special checks printed only on Tuesday mornings; completed form with authorization signatures must be received in Payroll by Monday morning.)

**\*\*\*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 Accounts Payable, 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 Accounts Payable or Student Business Services, as notice of completion/approval.