

Pay for Performance Awards are essentially bonuses and require the approval of the appropriate accountable officer for the department/college requesting the payment. The President or Provost can also approve such payments.

Lump sum payments are for short-term situations:

- Short term accomplishment
- Performance over a specific period of time or for a specific project/task
- Reaching a milestone in the accomplishment of a major goal or objective

Eligibility

All employees are eligible for Pay for Performance Awards.

Amount of Award

Normally a certain gross payment is indicated on the payment request, but a specific net pay can be requested. Contact the Payroll Processing Manager or your Payroll Specialist for the gross pay necessary to net the amount desired after taxes.

Pay for Performance Awards will always be separate payments from an employee's normal bi-weekly salary payment.

Taxation

Federal tax is withheld at 25%. Social Security and Medicare taxes also apply as applicable per the employee's tax status.

Requesting Payment

To request a Pay for Performance Award send a memo to Payroll Processing. It should include the payee's name, GEMS ID number, the gross payment requested, the GEMS combo code to charge (must correspond with the FAST Chartfield Account value of 50450), and a brief description of the reason for the payment request. The memo requires the signature of the appropriate accountable officer.