

Bonus Request

Bonuses are awarded as a one-time lump sum. They should not be used to replace equity requests and other forms of additional pay.

Employee Information

Full Name: _____ USNH ID#: _____
Last First M.I.

Home Department: _____
Home Department Name TS Org (6 digits) Home Department Supervisor Name

Current Information:
Status Adjunct Student Classification Title (or Working Title if adjunct/student) Current Base Hourly Rate/Salary FTE

Bonus Request Information

Bonus Type: Performance Bonus Spot Award Recognition Award Incentive Payout

Proposed Bonus Amount: _____
Dollar Value % of Base Fund / Org / Account

Reviewed by...

<p>Home Department Supervisor</p> <p>_____ <i>Supervisor Signature & Date</i></p> <p>Unit Head (respective Dean, Director, AVP)</p> <p>_____ <i>Unit Head Name</i> _____ <i>Unit Head Signature & Date</i></p> <p>Senior Leadership (respective VP or President)</p> <p>_____ <i>Senior Leadership Name</i> _____ <i>Senior Leadership Signature & Date</i></p>	<p>Finance Division</p> <p>_____ <i>Finance Name</i> _____ <i>Finance Signature & Date</i></p> <p>SPA (if applicable)</p> <p>_____ <i>SPA Name</i> _____ <i>SPA Signature & Date</i></p>
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Approval

Compensation

Compensation Name _____
Compensation Signature & Date

Policy Quick Facts

Full policy documents can be found at: <https://www.unh.edu/hr/compensation>

Bonuses come in a variety of forms.

Performance Bonus

- Based on work performance after the work has been done. Used when work completed is above and beyond goals and expectations.
- Performance bonuses should not be awarded on the basis of merit (this would be a merit increase to base salary during the annual increase process), or metrics (this would be an incentive payout).
- Performance bonuses are considered benefit-eligible pay (i.e., retirement contributions will be deducted).

Spot Award

- A bonus awarded to promote productivity and to provide immediate and visible recognition of employees who have accomplished extraordinary achievements within the workplace.
- Is a pre-determined amount (\$250, \$500, or \$750).
- Spot Awards are not considered benefit-eligible pay (i.e., retirement contributions will not be deducted).

Recognition Award

- A bonus awarded for distinguished faculty, presidential awards, or other recognition awards with a monetary value.
- Recognition Awards are not considered benefit-eligible pay (i.e., retirement contributions will not be deducted).

Incentive Payout

- Based on identified metrics written out as part of an employment agreement. Proof of metrics met must be provided alongside this form. All incentive plans must be approved by HR Compensation prior to implementation.
- Incentive Payouts are benefit-eligible pay (i.e., retirement contributions will be deducted).

Process Flowchart

