







Bonus Request

University System of New Hampshire 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 Departme	ent Name	TS Org (6 digits)	Home Department Supervisor Name
Current		15 Org (0 digits)	Home Department Supervisor Nume
Information:			
Status Adjunc		Title if adjunct/student)	Current Base Hourly Rate/Salary FTE
Bonus Request Informat	ion		
Bonus Type: Performance Sp	Proposed E		
	oot Recognition Incentive Am vard Award Payout	nount: Dollar Value %	fof Base Fund / Org / Account
Reviewed by			
Home Department Supervis	or Finance Division	on	
Supervisor Signature & Date	Finance Name		Einanca Signatura & Data
Unit Head (respective Dean,	the state of the s	SPA (if applicable)	Finance Signature & Date
(25,000	•	- (
Unit Head Name Senior Leadership (respective)	Unit Head Signature & Date	SPA Name	SPA Signature & Date
Semor Leadership (respectiv	e vr oi riesident)		
Senior Leadership Name		Senior Leadership Signat	ure & Date
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

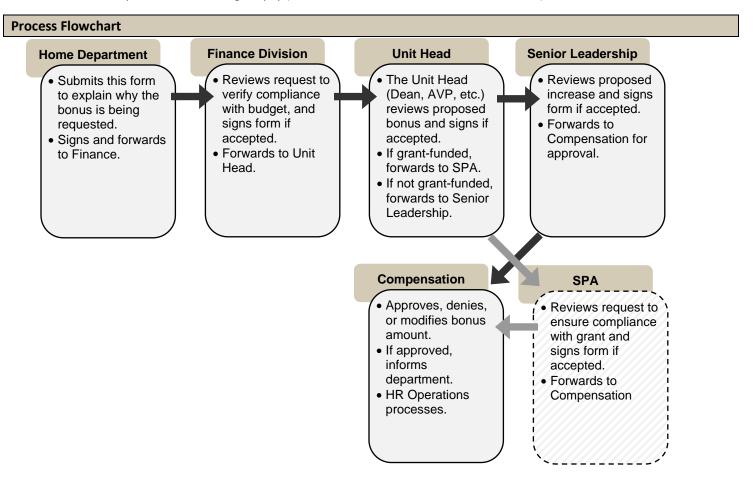
- A bonus awarded to promote productivity and to provide immediate and visible recognition of employees who have accomplished extraordinary achievements within the workplace.
- Is a pre-determined amount (\$250, \$500, or \$750).
- Spot Awards are not considered benefit-eligible pay (i.e., retirement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



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