

**COLLEGE OF LIBERAL ARTS & SCIENCES
FLEXIBLE PAY AWARDS NOMINATION FORM
SPOT PERFORMANCE AWARD**

- Departments are responsible for funding of awards.
- Percent of staff appointment must be 50% or greater.
- Eligible staff must be non-organized P&S.
- Flexible pay is a lump sum payment and not included in the base salary.
- There is no minimum employment period required for eligibility.

Employee Name: _____ Employee ID # _____

Classification: _____

Department: _____

Date of most recent performance appraisal: (mm/dd/yy) _____

Funding Source: _____

Amount Requested: _____ (*Not to exceed \$150.00*)

NOTE - Spot awards are considered supplemental wages and taxed accordingly. The gross amount of the spot award payment will increase to allow for the additional federal income tax, state income tax and FICA tax which has been past practice. The taxation will increase a \$150.00 spot award to a gross amount of \$233.11.

Has employee received flex pay award this fiscal year? Yes _____ No _____

If yes, date of previous award: (mm/dd/yy) _____ (*Maximum of 4 per fiscal year, must be 30 days apart.*)

Describe accomplishment/achievement:

Signature of Supervisor

Date _____

Attach form to Special Compensation Payment – Spot Payment form and process through workflow.