

**University Human Resources
Recognition Award Request Form
(For Classified Employees and University Staff)**

I. School/Department Information

Organization: _____	Organization Code: _____
Authorizing Official (<i>Print or Type</i>): _____	Date Authorized: _____
Authorizing Signature (Must include signature): _____	
Contact Person: _____	Email: _____
Phone: _____	Fax: _____

II. Employee Data

Employee Name: _____	Employee ID#: _____		
Job Title: _____	Work Title: _____		
Position No. _____	Employee Assignment No.: _____	Salaried <input type="checkbox"/>	Hourly <input type="checkbox"/>

III. Reason for Recognition [see information including IRS (tax) and FLSA implications listed on reverse.]

Please check the appropriate award, all that apply:

<input type="checkbox"/> Monetary Award Dollar Amount: \$ _____	Effective Date: _____ <small>(Must use Pay Period Begin Date from HR Payroll Calendar https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar. If left blank, HR will determine an effective date that corresponds to the next prospective pay date.)</small>
<input type="checkbox"/> Gift Card/Certificate Dollar Amount: \$ _____	
<input type="checkbox"/> Non-Monetary Award Dollar Value: \$ _____	
<input type="checkbox"/> Recognition Leave Number of Days Awarded: _____	

PTAEO: _____
(For School or Department use only. If the award is to be charged to a different PTAEO other than the employee's existing schedule, the School or Department is responsible for scheduling the award in labor distribution at the element group or earnings element level.)

Explain reason for recognition (attach additional documentation if necessary):

Please check the Type of Award: **Planned Award** **Immediate Award**

Total Bonus Amount this Fiscal Year (include this award): \$ _____
(Total Bonus Amount = Dollar Amount of Monetary Awards & Gift Cards + Dollar Value of Non-Monetary Awards)

Total Days Recognition Leave Awarded this Leave Year (include this award): _____

Human Resources (HR Use Only)

UHR Authorized by: _____	Date: _____	FLSA <input type="checkbox"/>	IRS <input type="checkbox"/>	
Bonus Amount: \$ _____	Processed by Payroll: _____	Date: _____		
Recognition Days: _____	Keyed by Employee Records: _____	Date: _____		

Eligibility:

All Staff Employees are eligible for Recognition awards: Policy <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-006> is applicable to Classified Employees and <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-024> is applicable to University Staff. Employees include full-time, part-time, restricted (positions with limited funding where funding has an expiration/stop date), and wage (hourly) employees.

Award Limits:

The total of monetary and non-monetary awards shall not exceed \$2,000 per Classified employee per fiscal year, or \$3,000 per University Staff employee per fiscal year, and/or up to five (5) days of recognition leave per employee per calendar (leave) year. Wage employees are not eligible for leave.

Effective Dates:

Must use Pay Period Begin Date from HR Payroll Calendar <https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>. If left blank, HR will determine an effective date that corresponds to the next prospective pay date.

Definitions/Information:

Authorizing Official: Manager (supervisor, department head, Vice President) approving the award.

Types of Awards:

- Monetary: Any cash award, any item readily converted to cash, and **any gift card/certificate for any amount** will be treated as a monetary award and will be taxed. All monetary awards must be processed using the RARF.
- Non-monetary: A non-cash award. Some may not be taxed such as trophies, mugs, and movie tickets, or generally any item valued at less than \$100.00. **Procedure:** Non-monetary awards less than \$100.00 such as trophies, mugs or movie tickets should be processed via Accounts Payable with a pay voucher. Non-monetary awards equal to or exceeding \$100.00 in value to an individual employee per fiscal year must be processed by sending a completed RARF (one RARF per employee) to HR for review prior to gift purchase. In addition, the pay vouchers to Accounts Payable from departments should provide a brief description of the award and reason (mention "recognition"), specify check payment is "Hold for Pick-Up" and payee must be to the vendor.
- Awards announced to employee(s) where the employer agrees or promises to pay an employee(s) after a specified time period for greater efficiency or productivity, better attendance or safety, to stay with the employer, or to improve the quality and accuracy of work. Such awards are non-discretionary and will affect a non-exempt employee's overtime rate (see below).
- Planned: Award granted at the sole discretion of the authorizing official. Immediate awards have no impact on a non-exempt employee's overtime rate.

Immediate:

Instructions:

Complete all items in Sections I-III. Identify all awards (monetary, gift card/certificate, non-monetary, recognition leave) that apply in Section III and indicate if the award is "planned" or "immediate" (see definitions above). Please provide the total bonus amount per current fiscal year and/or the total number of recognition days per current leave year the employee has received. If the award is to be charged to a different PTAEO other than the employee's existing schedule, *the department must schedule the award in labor distribution at the element group or earnings element level.*

When complete, please email this form to: leave@virginia.edu

Tax Implications:

All monetary awards and gift cards/certificates, no matter the amount, will be treated as taxable to the employee. Bonuses are taxed at the federal supplemental tax rate, as well as applicable state and social security taxes. Any recognition leave is also considered income and is taxed at the employee's rate of tax at the time the leave is taken. See more information in policy Section "Taxing of Awards" at: <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-006>). Note: A single non-monetary gift of up to \$400.00 is non-taxable if it recognizes long-term employee service (Including Retirement) or safety.

****HR reserves the right to determine appropriate taxation pursuant to Internal Revenue Code.***

FLSA Implications: (only applies to non-exempt employees)

The Federal Fair Labor Standards Act (FLSA) specifies that "planned" (non-discretionary) bonuses must be included in the calculation of the employee's regular rate of pay for the purpose of determining the proper overtime rate. The fair market value of any non-monetary gifts also needs to be included in this calculation if they fall under the definition of Planned Award as described above. For this reason, HR suggests that when using "planned" awards, provide only cash to non-exempt employees. "Immediate" (discretionary) awards are not subject to the FLSA when determining what is included in the calculation of the employee's regular rate of pay for the purpose of determining the proper overtime rate.

Questions

Contact the HR Solution Center at 434.243.3344