

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

**I. School/Department Information**

Organization: \_\_\_\_\_ Organization Code: \_\_\_\_\_

Authorizing Official (*Print or Type*): \_\_\_\_\_ Date Authorized: \_\_\_\_\_

Authorizing Signature (Must include signature): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**II. Employee Data**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Role Title: \_\_\_\_\_ Work Title: \_\_\_\_\_

Position No. \_\_\_\_\_ Employee Assignment No.: \_\_\_\_\_ Salaried  Hourly

Pay Frequency: Semi-monthly  Paid Monthly  Semi-monthly  Bi-Weekly

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

Please check the appropriate award, all that apply:

**Monetary Award**  
Dollar Amount: \$ \_\_\_\_\_

**Gift Card/Certificate**  
Dollar Amount: \$ \_\_\_\_\_

**Non-Monetary Award**  
Dollar Value: \$ \_\_\_\_\_

**Recognition Leave**  
Number of Days Awarded: \_\_\_\_\_

**Effective Date:** \_\_\_\_\_ (Must use Pay Period Begin Date from UHR Payroll Calendar <http://www.hrs.virginia.edu/payroll/default.htm>. If left blank, UHR will determine an effective date that corresponds to the next prospective pay date.)

**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):** \_\_\_\_\_

**University Human Resources (UHR Use Only)**

UHR Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_ FLSA  IRS

Bonus Amount: \$ \_\_\_\_\_ Processed by Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

Recognition Days: \_\_\_\_\_ Keyed by Employee Records: \_\_\_\_\_ Date: \_\_\_\_\_

### **Eligibility:**

The Rewards and Recognition policy (<http://www.hrs.virginia.edu/Policies/comp/emplrewards.html>) is applicable to Classified employees and University Staff who are full-time or 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 two thousand dollars (\$2,000) per employee per fiscal year and/or up to five (5) days of recognition leave per employee per calendar (leave) year (January 10-January 9). Wage employees are not eligible for leave.

### **Effective Dates:**

All effective dates will correspond to the next prospective pay date for the employee to include: semi-monthly paid monthly, semi-monthly, and bi-weekly. To be processed with the requested effective date, the Recognition Award Request Form (RARF) must be received by the UHR Compensation & Rewards Division, P.O. Box 400127, at least five (5) workdays prior to the appropriate payroll closing 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 and forwarded to UHR Compensation & Rewards, P.O. Box 400127.

**Non-monetary:** A non-cash award. Some may not be taxed such as trophies, mugs, 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 UHR Compensation & Rewards 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. The UVA HRMS (Oracle) expenditure type to document non-monetary recognition awards to an individual classified employee or University Staff (such as framed prints) is "Employee, Recognition Awards" while non-monetary recognition awards provided on a group basis (such as mugs or recognition luncheons) should be documented in the non-burdened UVA HRMS expenditure type "Emp,Recognition Awrdr-Non Taxbl".

**Planned:** 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 effect a non-exempt employee's overtime rate (see below).

**Immediate:** Award granted at the sole discretion of the authorizing official. Immediate awards have no impact on a non-exempt employee's overtime rate.

### **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.*

### **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 additional information in policy Section "Taxing of Awards" at: <http://www.hrs.virginia.edu/Policies/comp/emplrewards.html>.

Note: A single non-monetary gift of up to \$400.00 is non-taxable if it recognizes long-term employee service or safety.

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

**FLSA Implications:** (only applies to non-exempt employees, most often those in pay bands 1, 2 or 3)

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, UHR 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**

Policy questions should be directed to UHR Compensation & Rewards at 924-4747/4366 or 243-2204/2206.

Taxation questions should be directed to UHR Payroll at 924-4350.