

## Hiring Incentive Payment Request

**General Info & Instructions:** Use this form to submit a one-time hiring incentive payment request. Complete one form per payment request. All hiring incentive payments are subject to federal and state tax withholding and retirement contributions (if applicable). Payments to employees will be made by direct deposit using the bank information currently on file for payroll purposes.

**Requesting Department Information**

Dept ID		Dept Name	
Dept Contact Name		Contact Information	

**Bonus Type (select only one)**

**SGB – Sign-On Bonus:**  
Also referred to as a hiring incentive payment, this is a monetary incentive to accept employment and is typically paid when an employee begins their new job.

**Bonus and Employee Information**

NOTE: payment will be issued as a supplemental payment processed during the off-cycle payroll for the pay period listed. Check date will be determined by the off-cycle payroll.

Emplid		Employee Name	
Record Number		Position Number	FTE
Annual Base Salary		Calculation Used	
Payment Type & Amount (select only one) – NOTE: final amount charged to department will be determined by the payment type selected			
Gross Amount Bonus: Enter the gross amount of the payment. Payment of this type are taxed at both the federal and state supplemental rates. The department will be charged the gross amount plus the applicable employer taxes and any associated benefit costs.		Gross Bonus Amount	\$
<b>Reason for Bonus and Supporting Information</b>			

**FOR DEPARTMENT USE ONLY – Funding Information**

Departments are responsible for establishing and updating funding in HRIS. If this payment is funded separately, the funding must be established in the Dept. Budget Earnings page in HRIS before the bonus is issued. Actual benefits and taxes associated with the payment must be charged to the same funding source as the earnings.

HR will not review and is not responsible for the funding information prior to processing the payment.

Project #	Project Name	Fund Source	Organization	FTE

**Approval**

Signature authorizes payment approval and certifies the discretionary bonus payment follows university policy, State and Federal regulations. NOTE: It is the responsibility of each budget officer to ensure communication of the bonus to all applicable department authorities, including departments where the employee’s regular appointment resides.

Unit or Department Head	Date
Dean/Vice President	Date
Sponsored Projects Accounting: Approval Required for Grants	Date

## HR Guidance for Hiring Incentive Payment Request Form

Per PPM 4005 all hiring incentives must be submitted using the Hiring Incentive Payment Request Form and will be processed as a separate off-cycle supplemental payment (typically the second off-cycle run for the pay period). Most often, this will be the Thursday following the paycheck date for that pay period.

- Hiring Incentive payments are paid at a Gross Amount. Taxes and mandatory benefits will be deducted from this gross amount. The department will be charged the gross amount including applicable employer tax and fringe benefit costs.
  - Employer paid fringe benefits include: FICA, Retirement, Death & Disability, Unemployment, Workers Compensation, Sick/Annual Leave.

### Bonus and Employee Information

In this section of the form, please provide information on the employee receiving the hiring incentive. It is important to note the *Annual Base Salary* and *Calculation Used* to ensure the gross bonus amount does not exceed the lesser of 25% of the salary or \$25,000 per PPM 4005.

Example: \$75,000 x 10% = \$7,500

If the agreed upon amount is not a percentage, please write N/A in the *Calculation Used* box.

### Reason for Bonus and Supporting Documentation

In this section of the form, please provide a narrative detailing the reason for the hiring incentive.

### Funding Information

The department is responsible for updating the payroll funding table in HRIS prior to the processing of the hiring incentive payment. Hiring incentives will be processed on the second off-cycle payroll for the pay period requested (KA3/KE3).

- Once the notice is sent that the on-cycle payroll is completed and HRIS is available, funding can be updated.
- If any of the bonus recipients are also receiving an add-pay, adjustment, or other supplemental payment on the 1<sup>st</sup> payroll off-cycle (KA1/KE1), the department will need to coordinate the funding updates for those individuals with the payroll team by emailing [hr@ksu.edu](mailto:hr@ksu.edu), Attention Payroll.

Funding Update Tip: Add two rows for funding to make the change for the payment so that there is no need to go back and make changes after the off-cycle payroll is completed prior to the next on-cycle payroll.

- Add a row. Change effective to the bonus Pay Period Start Date BUT DO NOT CHANGE ANYTHING ELSE YET.
- Add a 2nd row. Change the effective date to the start of the next pay period after the bonus payment.
  - This funding should be the same as the current funding prior to any changes related to the bonus payment.
  - By entering this row now, the funding will return to the current funding for the next pay period.
- Go back to the first row that was entered (for the bonus pay period) and correct/change the funding to reflect the appropriate Hiring Incentive (Sign On SGB) payment.

### Approval

The form requires appropriate approval with at least the signature of the Dean or Vice President of the department.