



***Creating Opportunities. Enriching Lives.***

## BONUS REQUEST

*Once complete, please send to payroll either via inner office mail or by uploading to your employee's documents in UltiPro (see instructions for uploading to UltiPro below). Menu – My Team - My Employees - Search for your employee – Documents – Click the green add button – select the Bonus category – Save and Submit to payroll.*

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Program \_\_\_\_\_

Department \_\_\_\_\_

Please check one: Gross Bonus

Net Bonus

Reason for Bonus \_\_\_\_\_

Amount \_\_\_\_\_

Supervisor Signature and Date \_\_\_\_\_