HILLTOP
Creating Opportunities. Enriching Lives.

BONUS REQUEST

Please save the completed form to a file and then upload it to the employee's documents in UKG: Menu – My Team - My Employees - Search for your employee – Menu - Documents – Employee Documents - Click the add button – Select the Bonus category – Save and Submit to payroll.

Employee Name_____   Employee ID_____

Program_____   Department_____

Please check one: Gross Bonus   Net Bonus

Delivery: Give Ck to Supervisor   Give Ck to Employee   Direct Deposit to EE on Payday

Reason for Bonus_____

Amount_____

Supervisor Signature and Date_____