Bonus Request

Instructions:

1. Discuss the bonus request with your Manager and Ops leader
2. Fill out this form and save it to your computer
3. Upload the document to employees UKG to process through payroll:
   a. Open UKG
   b. Go to Menu > My Team > My Employees
   c. Search for the employee > Open their profile
   d. Navigate to Employee Documents within their profile
   e. Click the "Add button" at the top of the screen
   f. Click "Choose File" and upload this filled out form
   g. Title the Document, "Bonus Request DATE"
   h. Select "Bonus" as the Category
   i. Click "Save"
   j. Choose the Payroll Coordinator as the approver
   k. Click "Submit"

Employee Name: _____   Employee ID: _____

Program: _____   Department: _____

Please Check One: ☐ Gross Bonus   ☐ Net Bonus

Delivery Option: ☐ Give Check to Supervisor   ☐ Give Check to Employee

☐ Direct Deposit to Employee on Payday

Reason for Bonus:

_____

Amount of Bonus: _____

Supervisor Signature & Date: _____