

**KANSAS STATE UNIVERSITY  
DEPARTMENTAL EMPLOYEE OF THE YEAR AWARD & RECOGNITION PROGRAM  
MONETARY AWARD PAYMENT FORM**

(This form is only to be used for Departmental Employee of the Year recipients.)

To be eligible for a monetary award, recipient(s) must be classified, in a benefit eligible position, and working full-time or part-time on a regular appointment.

<b>Requesting Department:</b>		<b>Date:</b>	
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**Recipient Type:**

Mark the appropriate recipient type. If the co-recipient box is checked, this payment form must be completed for each recipient and submitted together to the Division of Human Resources, Payroll & Employee Data.

Individual                       Co-recipient (two individuals)

**Recipient information:**

Complete the recipient information. This information pertains to the recipient's regular appointment.

Name:		Emplid:		Rec #:	
Department ID:		Department Name:			
Position #:		Position Pool:			
Net Amount*:		Request Date:			

\*Maximum allowable amount is \$300 (net of taxes) per recipient, per fiscal year. The monetary award payment will be distributed in the same manner as the recipient's regular pay (i.e., a mailed check or direct deposit)

**Funding Information:**

Specify the appropriate funding. The monetary award payment is processed on an off-cycle payroll using the earnings code 'DAA' (Distinguished Accomplishment Award). The Division of Human Resources will update the funding in HRIS prior to processing the monetary award payment. The monetary award payment must be paid using department or foundation funds (see instructions for funding information).

Project #	Project Name	Fund Source	Organization	Dist %

**Signature Authorization:**

Document must be signed by a department or business unit head.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions for Completing Monetary Award Payment Form**

Refer to the Departmental Employee of the Year Award and Recognition Program Guidelines. To be eligible for a monetary award, recipient(s) must be classified, in a benefit eligible position, and working full-time or part-time on a regular appointment. The monetary award payment will be processed through the payroll system on an off-cycle payroll using an identifier earnings code of 'DAA' (Distinguished Accomplishment Award).

**Requesting Department** – The department or business unit requesting the monetary award payment.

**Date** – The effective date of the request (i.e., today's date).

**Individual** – Mark this box if the monetary award payment is for an individual recipient

**Co-recipient** – Mark this box if the monetary award payment is co-recipients (two individuals). When this box is marked, a monetary award payment request form must be completed for each recipient and submitted together to the Division of Human Resources, Payroll & Employee Data.

*This information below pertains to the recipient's regular appointment.*

**Name** – Name of recipient receiving the monetary award payment

**Emplid** – Recipient's employee id number (required)

**Rec #** – Employment record number of recipient's job record (required)

**Department ID** – Department number of the recipient (required)

**Department Name** – Name of recipient's department (required)

**Position #** – Position number of recipient (required)

**Position Pool** – Position pool id, if applicable

**Net Amount** – Maximum allowable amount is \$300 (net of taxes) per recipient, per fiscal year.

The monetary award payment will be distributed in the same manner as the recipient's regular pay (i.e., mailed check or direct deposit). The monetary award is subject to all applicable taxes and employer contributions. These include federal and state withholding taxes, OASDI, Medicare, unemployment compensation insurance, workers compensation insurance, and state leave assessment. Award is not subject to deductions under KPERS (Kansas Public Employees Retirement System).

**Request Date** – Request date of the check (this is not a guaranteed check date). The suggested timeframe for the monetary award payment should be submitted in conjunction with the classified awards and recognition ceremony.

**Funding information:** Departments must complete funding information. Division of Human Resources will update HRIS payroll funding table as specified on the form prior to processing the monetary award payment. The monetary award payment must be paid using departmental or foundation funds. When using foundation funds, the check must be made payable to "Kansas State University" and deposited into the department funds. Payment from grant monies is not allowed.

**Signature Authorization:** Signature of the department or business unit head is required.

Submit PER-7 to Division of Human Resources, Payroll & Employee Data.