

Clemson University Request for Lump Sum Payment

Award

Bonus

Name: _____ Dept/Pos.#: _____ Emplid: _____

Position Title: _____ Job Code/Slot: _____

Band: _____ Min: _____ Midpt: _____ Max: _____

Bonus.....Current Salary: \$ _____ Requested Amount: \$ _____

Name of Award: _____

Who will enter Special Pay: _____

Name

Email

Justification/Criteria: Award or Bonus Checklist (Please check at least two that apply)

- Significant increase in service, quality of work, or productivity
- Significant contributions to workplace safety
- Significant contributions to cost savings, or cost reduction, etc.
- Substantial contribution to the objectives of the department or division
- Consistent outstanding teaching evaluation and academic advising
- Outstanding record of research, scholarship or creative activity
- Significant record of public, professional or institutional service
- Significant honors or awards from either internal or external sources
- Demonstrated positive attitude and spirit of service and cooperation
- Outstanding leadership record for developing/delivering of educational programs
- Significant contribution in developing/implementing improved work processes
- Other specific contributions to the success of the organization

Attachments: Other Supporting Documentation (Optional)

Authorized Signature(s): _____ Date: _____

_____ Date: _____

President: _____ Date: _____

To be Completed by the Classification, Compensation & Recruitment Unit

Approved: _____ Approved \$: _____ Effective Date: _____ Disapproved:

Comments: _____

CUOHR Authorized Signature: _____ Date: _____

Effective: 04-27-07