

## Employee Recognition Award Request Form

This form is required for ometary awards to employees staff in recognition of exceptional service pursuant to an approved, written policy. Each policy must detail the criteria and selection methodology for the award and be submitted to Human Resources for reviewman Resources will obtain final policy approval from the Presiden Examples include; Classified Employee of the Year, Classified Rookie of the Year, Student Employee of the Year, Administrative Factly Member of the Year, College/Division Employee of the Year, Employee Teaching Awards.

The form is only used for an employee receiving amployment based award. State appropriated funds may not be used for these purposes.

The award must be enteredton Workday by the employee's home department as aone-time payment and attach this form

Recipient Name
Employee Type
EmployeeID Number
Name ofor Reason for Award
Amount of Award
Unit, Cost Center, Worktags be charged
(UNLV41; C&XXX; PG:XXXXXXX)
State funds cannot be usedr awards
Office of Sponsored Programs approval signature
(required only for grant accounts)
Office of Sponsored Programs approver printec name

Taxes will be deducted from the award. Do you want the grosscheck amount increase to that the net/after taxes amount on the check is equal to the

	<u>Date</u>
Printed Name	

<sup>\*</sup> Forassistance with the Workday transaction, contaemp Hire & HCM Support 702-895-3504

<sup>&</sup>lt;sup>1</sup> This also applies to students employees receiving an award based on their employment relationship. NOTE: Contactthe Office of Financial Aid and Scholarships **2£879**5-3424for guidance on studenbased awards such ascompetitions or scholarship.