



Bonus Payment Form

A bonus is paid in one lump sum and on the next available payroll from the date received by the Payroll Department. This form must be signed by all parties before a bonus may be processed for payment. Bonus payments may have a higher tax rate.

_____ Employee Name (print)	_____ EKU ID #
_____ Department Name	\$ _____ Bonus Amount

Bonus Description/Reason

Attach available documentation to support the payment (i.e. contract, MOA etc.)

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By signing this form, you approve the bonus payment outlined in the terms above.

Employee: _____	_____ Date
Department Head: _____	_____ Date
Chair/Dean: _____	_____ Date
Vice President: _____	_____ Date
President: _____	_____ Date

Bonus forms must be submitted to the Payroll Department for payment.

Payroll Department, CPO 3A
Jones Building, Room 213
521 Lancaster Avenue
Richmond, KY 40475